

**GOVERNMENT OF ASSAM  
ELEMENTARY EDUCATION DEPARTMENT  
DISPUR, GUWAHATI-6**

No. PMA.274/2012/Pt.(A)/159

Dated Dispur, the 29<sup>th</sup> Nov' 2017

**OFFICE MEMORANDUM**

Consequent upon enforcement of the Right to Education Act, 2009 and RTE Assam State Rules, 2011, free textbook have been made an entitlement of the students in Elementary level schools and hence the programme of Distribution of Free Textbooks has become an important responsibility of the Government in Education (Elementary) Department. As a result, all concerned agencies like SSA, Assam / SCERT / ASTPPC Ltd and ARPS have to play a vital role for proper, timely and smooth production and distribution of textbooks within a prescribed time schedule. It is the duty of all concerned agencies to ensure that the textbooks reach the respective schools well in advance of commencement of a new academic session so that the students can receive the text books 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 January, 2018 for the academic session, 2018.

All officials concerned at state district, block level and below shall 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 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 for the academic session, 2018, from 1st December-30th December, 2017.

**GUIDELINES FOR DISTRIBUTION OF FREE TEXTBOOKS, FOR ACADEMIC SESSION -2018**

**(A) Arrangement before distribution :**

1. ASTPPC Ltd./ARPS will make arrangement to prepare FTB packets with 50, 100 or 200 books in each packet. The packets should be labeled properly as follows in a distinct manner. The labels should be sufficiently large in size and clearly legible. Managing Director, ASTPPC Ltd., should start the process of labeling in the packets immediately.  
Name of the Book : \_\_\_\_\_  
Medium of the Books : \_\_\_\_\_  
Class : \_\_\_\_\_  
Total no. of books in the packet : \_\_\_\_\_
2. ASTPPC Ltd. and ARPS will separately store all FTBs from Ka-shreni up-to Class-VIII in packets of medium wise at Central Godown, Bonda and at Rupnagar respectively.
3. ASTPPC Ltd./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 during mutually agreed time only to the responsible officials of Block Elementary Office.
4. A suitable accommodation (Auditorium/Big Hall etc.) in any High School/Higher Secondary Schools/LP/UP in every Educational Block will be identified within 25-11-2017 by the concerned DI of Schools/BEEO as temporary Godown, to store the FTBs and inform the DMC. The DI of Schools/BEEO will seek necessary help/guidance from the concerned Deputy Commissioner/Principal Secretary of Autonomous Council as and when required. DMC will give the list of identified storage location of each block in his jurisdiction to MD, ASTPPC Ltd. and MD SSA latest by 7th December, 2017

5. The Director, SCERT will provide a comprehensive list of textbooks (class-wise) approved as Academic Authority to be distributed in the schools to MD, SSA within 10-11-2017 and subsequently MD, SSA, will upload the list of Books on the SSA website within 20-12-2017. The Head Master can compare the 'list of books' with the books provided to them for the Academic year, 2018.

6. To ensure smooth distribution of FTB in the Block area during the process, a 19 Member Block Level Supervision and Monitoring Committee for FTB will be constituted with the following members :

(A)	Hon'ble Local MLA	: Advisor
(B)	DI of School/BEEO	: Chairman
(C)	Sub Inspector of School	: Member
(D)	Block MIS co-ordinator	: Member Secretary
(E)	Block Accountants	: Member
(F)	1 DIET/BTC/Normal School/DRC Lecturer to be nominated by concerned Principal of DIET/BTC/Normal School/DRC	: Member
(G)	3 numbers of SSA Officials (to be nominated by the DMC [among DPOs/Block Accountant/RT, IE only])	: Member
(H)	2 representatives from local PRI members	: Member
(I)	2 representatives from reputed citizen from Block area	: Member
(J)	2 representatives from Teachers Association (one from LP School & another from UP School.	: Member
(K)	2 representatives from Students Organizations	: Member
(L)	2 representatives from recognized local Journalist of Electronic/ Print media	: Member

7. The concerned Deputy Commissioner/Principal Secretary of Autonomous Councils will ensure that the Block Level Supervision & Monitoring Committee for FTB is constituted in consultation with ADC (Edn.), DMC & concerned DI/BEEO within 1<sup>st</sup> December, 2017 positively. The main functions of the committee will be –

- (i) to ensure smooth distribution process of the FTB in the concerned Block area.
- (ii) to evolve 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/chállans of received and dispatched quantities (school-wise, book-wise separately) of FTB in the proper Format/Stock Register. To maintain records thereof, one/two Block Accountants of SSA 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 scheduled below). No piece-meal system of distribution of FTB will be allowed under any circumstances.
- (v) The Block Level Supervision & Monitoring Committee will take necessary steps to physically verify/visit various schools thereof to ensure that no eligible student is left out without getting Free Textbooks under any circumstances.
- (vi) The Head Master/Head Teacher/Principal will be entitled to get carrying charge for lifting from Block Godown to concern school as per the following norms.

Enrolment	Distance			
	Up-to 2 KM	Up-to 7 KM	Up-to 15KM	Above
Up-to 100	Rs. 100.00	Rs. 150.00	Rs. 200.00	Rs. 250.00
Up-to 200	Rs. 150.00	Rs. 200.00	Rs. 250.00	Rs. 280.00
Above	Rs. 200.00	Rs. 250.00	Rs. 300.00	Rs. 350.00

The above payment will not be entitled to any venture Schools.

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, SSA to State Mission Office, SSA, Assam with justification.

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 Block and the amount can only be disbursed with the prior approval of the Deputy Commissioner/Principal Secretary of Autonomous Council writing in file.

- (vii) To meet up the various contingency expenditures (related to FTB distribution) at the Block Godown, SSA, Assam will allow to provide a lumpsum amount for this purpose in following manner :

Sl. No.	Total Enrolment of the Block	Amount Approved
(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)

(Further, if any additional amount is required beyond this approved amount, the Chairman of the Block Level Supervision & Monitoring Committee will submit the additional fund requirement proposal to the Chairman, District Level Supervision and Monitoring Committee with proper justification. On receipt of such proposal, the Chairman will assess the actual requirement based on the field level position & will forward such proposal with verified amount alongwith the justification of such additional amount at Block level to Mission Director, SSA for necessary approval well in advance. No post-facto approval will be allowed under any circumstance and such proposal must come from the Chairman, District Level Supervision & Monitoring Committee).

8. 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 with the following Members :

(A)	Hon'ble Member/Members of Parliament	Chief Advisor
(B)	Hon'ble MLAs of the district	Advisors
(C)	Deputy Commissioner/Principal Secretary of Autonomous Council/Secretary of Autonomous Council or Additional Deputy Commissioner (Education).	Chairman
(D)	District Elementary Education Officer	Members Secretary
(E)	The Sub Divisional Officer (Civil)	Members
(F)	The Inspector of Schools, Dy. Inspector of Schools	Members
(G)	District Mission Coordinator of SSA	Members
(H)	Principal, DIET/BTC/Normal School/DRC (whichever exists in the District)	Members
(I)	2 representatives from local PRI Members (to be nominated by the Deputy Commissioner/Principal Secretary of Autonomous Council in consultation with DEEO and DMC of SSA)	Members
(J)	2 representatives from reputed citizen from district area (one retired : And one another to be nominated by the Deputy Commissioner/ Principal Secretary of Autonomous Council in consultation with DEEO and DMC of SSA)	Members
(K)	2 representatives from Teachers Association (one from LP School & Another from UP School) (to be nominated by the Deputy Commissioner/ Principal Secretary of Autonomous Council in consultation with DEEO and DMC of SSA)	Members
(L)	2 representatives from Students Organizations (to be nominated by the Deputy Commissioner/ Principal Secretary of Autonomous Council in consultation with DEEO and DMC of SSA)	Members
(M)	2 representatives from recognized local Journalist of Electronic/Print Media (to be nominated by the Deputy Commissioner/ Principal Secretary of Autonomous Council in consultation with DEEO and DMC of SSA)	Members
(N)	District Co-ordinator(S), of FTB, to be notified by MD, SSA	Members

### Functions of District Level Supervision & Monitoring Committee for FTB :

9. 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 accordingly to ensure the smooth distribution of FTB within the given time limits (in the guideline) in the district.
10. 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 time-limits.
11. The Committee will examine and enquire into any anomalies/discrepancies in the FTB distribution process 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 & when sought by the Committee.
12. The DMC, SSA of the concerned district will provide necessary logistic supports for smooth functioning of the District Level Supervision & Monitoring committee for FTB .
13. A mobility/ contingency fund (to be decided by MD, SSA) may be released to ADC (Education) for FTB distribution against each block. The Deputy Commissioner may engage Assistant Commissioner/SDO (Sadar) or any other officials as deemed fit as observer for the supervision monitoring purposes.

### (B) Arrangement at Central Godown :

14. The Block wise requirement of FTBs will be separately prepared by ASTPPC Ltd latest by 25-11-2017 and the Block wise packing will be done under the overall supervision of ASTPPC Ltd. and a team of officials to be deputed by Elementary Education Department.
15. MD, ASTPPC Ltd. will set-up required numbers of counters at Central Godown, and will provide required manpower and necessary logistic supports e.g. arrangement of weighing machine, temporary sheds, computer, internet connection, printer, refreshment and drinking water, sitting arrangement (counter-wise) etc. in the godown for the officials to monitor the loading of the books. He will depute sufficient labourers to segregate the books on Blockwise requirement basis. Further, every packet of books should be properly labeled before handing it over to Educational Block. The Managing Director, ASTPPC Ltd. 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 Official and labourers should be done at the Godown premises.
16. 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.
17. The ASTPPC Ltd. will arrange the required number of vehicles (along with the labourers for loading and un-loading purpose) as per the Block-wise requirement of books.
18. To speed up 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 etc.) for all calculation purposes 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 weighment of the FTB packets at the time of segregation and/ or loading. The committee will comprise of:

(a)	Representative from SSA, Assam	:	One person
(b)	Representative from ASTPPC Ltd./Representative of ARPS	:	One person
(c)	Representative from SCERT	:	One person
(d)	Representative from Director of Elementary Education Deptt., Assam	:	One person

(MD, SSA will issue separate order for this purpose in course of time.)

19. The MD, SSA, Assam, the Director, Elementary & the Director, SCERT, Assam will form a team of Officials for each district for supervision of FTB distribution process from Central Godown up-to school level. The list of officials is to be submitted within 10<sup>th</sup> December, 2017 to the Commissioner, Elementary, Govt. of Assam. The official Notification in this regard will be issued from the Commissioner & Secretary, Elementary Education Department, Govt. of Assam by 10<sup>th</sup> November 2017. This team will be known as "District Coordinator".

**Task of District Coordinators :**

The tasks of the District Coordinators will be :

- I. To liaise with ASTPPC Ltd/ARPS officials and personally monitor the segregation of packets per Block at Ferticem Godown, Bonda and Rupnager, ARPS godown.
- II To keep a record of the district-wise and block-wise enrolment figure alongwith requirement of various categories of FTBs – class, book and medium-wise. MD, ASPTTC/ARPS will provide these records to District Coordinators before the process of segregation and transportation actually begins.
- III To assist and keep a strict vigil at the time of packing and labeling of the books cartons/packets to ensure that they are done correctly and particularly, no mismatch of labeling occurs. The District Coordinator will randomly check the weight of the packets of the books and also verify the numbers of books inside the packets on the minimum interval before delivering it to the Courier and keep a record thereof.
- IV. The District Coordinators will check the number of books inside the packets on random basis to ascertain the actual number of books inside the packets.
- V. The District Coordinators will take stock of Textbooks dispatched and lying in different blocks and the status of distribution to school and will submit a report to the MD, SSA every third day in the specified format.

20. **The tentative schedule of Activities :**

Sl. No.	Works	Period
1	Printed books ready to dispatched in all respects	30.11.2017 onwards
2	Block-wise packeting and dispatching	30 <sup>th</sup> November onward till completion
3	Transportation of books to the Blocks	12 <sup>th</sup> December-25th December, 2017
4	School wise packeting & segregation at Block	16 <sup>th</sup> December to 25 <sup>th</sup> December, 2017
5	Issue of Books from Block to Schools	To be completed by 30 <sup>th</sup> December, 2017
6	Child wise packeting and distribution at school	30 <sup>th</sup> to 31 <sup>st</sup> December, 2017

- (C) **During the Process of Distribution at Block:**

21. The Block Level Supervision and Monitoring Committee for FTB will compare the Block-wise enrolment position of students (medium-wise) in the schools on actual attendance based on digitization of children data carried out by SSA, Assam. If the enrolment has gone down as compared at the time of distribution of FTB, in comparison to the enrolment as per data digitization, the Head Master concerned has to give a statement to the Block Level Supervision and Monitoring Committee in this regard and he/she will not take more FTBs than necessary.

22. To streamline the distribution process at Block Level, the Block Level Supervision & Monitoring Committee for FTB will arrange 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 SI of Schools, functionaries of SSA 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 Masters of the respective schools with a computer generated challan copy.
23. The Block Level Supervision & Monitoring Committee for FTB will prepare a separate schedule for delivery of books in the Godown (school-wise) with minimum 15 to 20 schools on per day basis. While preparing the schedule, the Block level Supervision & Monitoring Committee for FTB will take special care regarding the term end evaluation date of the concerned schools. The schedule of such delivery programme be published in the Educational Block Office so that the Head Masters can get the information of such schedule latest by 15-12-2017. The Block Level Supervision & Monitoring Committee for FTB can also adopt any convenient means for wide circulation of schedule so that the school Head Masters can get the information time so that they can collect the books from godown within the given time limit.
24. The Block Level Supervision & Monitoring Committee for FTB will also arrange necessary Night guard and security at Block Godown till the distribution process is completed.
25. The distribution of books can be started 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 :

Sl.No.	Management of School	Date of Distribution
1.	Govt./Provincialized LP/UP School and Composite School	16-12-2017 to 22-12-2017
2.	Recognized Schools	23-12-2017 to 26-12-2017
3.	T.G. Managed/Local Bodies Schools	26-12-2017 to 27-12-2017
4.	Venture Schools	
N.B. No new schools will be entitled for FTB except the school enlisted in DISE, 2016-17		

- However, it is to be ensured by the block level committee that the exact date fixed for distribution does not disturb the evaluation process.
26. The Block Level Supervision & Monitoring Committee for FTB will personally visit each and every school of the Educational Block areas and will give a certificate within 30-12-17 to Mission Director, SSA, Assam that all eligible students of the Block have received the required quantities of books in time. The MD, SSA will provide the format of such certificate in course of time. In the format total number of students, Language wise, Class wise, should be specifically mentioned who received the books.
27. The District Coordinators will be in touch with the concerned Member-Secretary of the Block Level Supervision & Monitoring Committee for FTB on day-to-day basis and will undertake visit the Blocks to ensure the smooth delivery of the books at school level during the period. The MD, SSA will provide necessary logistic support for their visit to the Block/Schools subject to their submission of requirement of vehicles at least 24 hours in advance to Sr. Administrative Officer, SSA, Assam. The District Coordinator will also give a separate certificate within 31-12-2017 to MD, SSA, Assam regarding status of all eligible students of the block received the required quantities of books in time.
28. For any problem in getting the Free Textbooks in the Blocks and any problems in distribution process, the MD, ASTPC Ltd. will operationalize a Toll-Free contact number at the earliest

- and will give wide publicity of proposed distribution process (along with the distribution schedule and Toll-Free contact number) in the newspaper before the distribution process actually starts. The DI of Schools/BEEO can apprise the problem related with FTB distribution through this Toll-Free contact number also.
29. One separate e-mail address on FTB has been created at SSA for providing any information related with FTB distribution process & all DMCs have been directed to send mails to this for speedy disposal of the issues. The district co-ordinator has to submit advance tour diary to MD, SSA for approval in this regard.
  30. All shortage/excess of Textbooks at block should be first sorted out at district level itself. The District Level Committee will take note of existing stock in the other blocks. District may initiate "Inter block exchange" of available books. If the District Level Committee cannot resolve the issue, then the Chairman of the District Level Committee may forward it to the State Mission Office, SSA, Assam. Block Mission Offices /BEEO should not send a proposal directly to the State Mission Office, SSA
  31. The ARPS will prepare the packets class wise/block-wise and will store at their own godown and the books will be transported through the common transporter of ASTPPC Ltd. up to block level.

Sd./- Preetom Saikia, IAS  
Commissioner & Secretary to the Govt. of Assam  
Elementary Education Department  
Dated Dispur, the 29<sup>th</sup> Nov' 2017

Memo No. PMA.274/2012/Pt.(A)/159-A  
Copy to

1. The Principal Secretary to the Govt. of Assam, Education Department, Dispur, Guwahti for kind appraisal.
2. The Secretary to the Govt. of Assam Secondary Education Department, Dispur, Guwahti for information and necessary action.
3. The Mission Director, SSA, Assam for information and necessary action.
4. The Deputy Commissioner (All Districts) for information and necessary action.
5. The Staff Officer to the Chief Secretary, Assam Dispur, for kind appraisal of Chief Secretary.
6. P.S. to the Hon'ble Minister, Education, Assam for kind appraisal of HME.
7. The Principal Secretary to the Autonomous Council (KAAC, DHAC, BTC) for information and necessary action.
8. The Managing Director, ASTPPC Ltd, Guwahti-1 for information and necessary action.
9. The Mantri, ARPS, Guwahati-32 for information and necessary action.
10. The Director, Elementary Education, Assam for information and necessary action.
11. The Director, SCERT, Assam, for information and necessary action.
12. The Director, Secondary Education, Assam, for information and necessary action.
13. The Director, Higher Education, Assam, for information and necessary action.
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 SSA (all districts) for information and necessary action. He/She will take steps for distribute 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.

  
(Fulbar Ali)

Deputy Secretary to the Govt. of Assam  
Elementary Education Department