

সৰ্বশিক্ষা অভিযান, অসম
সকলোৰে পঢ়ো সকলোৰে আগবাঢ়ো

OFFICE OF THE MISSION DIRECTOR

AXOM SARBA SIKSHA ABHIYAN MISSION

KAHILIPARA, GUWAHATI-781 019, ASSAM

No SSA/TT/EPB-2017/629/2016 / 9065

Dated 07.02.2017

GUIDELINE FOR DISTRIBUTION OF EVALUATION & PRACTICE BOOK (EPB) FOR THE ACADEMIC YEAR' 2017

State is providing Evaluation & Practice Book (EPB) to elementary learners for improvement of writing skills, use in evaluation and practice of class & home tasks. The learners from Class I to Class VIII of Government/Provincialised, TG Managed and Local Body Schools are provided these books of specified quantity. Item wise quantity of Books to be provided to learners for Academic Year 2017 under FY 2016-17 is as below :

SL. No.	Class	Specification of the Book	No. of Copies per learner	Total no. of Copies
1	Class I & II	Four lines and Plain	1	2 copies each class
		Square line and Plain book	1	
2	Class III, IV & V	Single line book	1	2 copies each class
		Plain book	1	
		Plain book	1	
3	Class VI, VII & VIII	Single line book	2	4 copies each class
		Plain book	2	

Process of Despatch of EPBs from State Mission Office to block:

The vendors, selected through due procedure, is to despatch the Evaluation & Practice books at the respective Education Block. For the year 2016-17, the order of printing and supply of EPBs was given to the vendors namely M/s Pragati Paper Converters, Jagiroad & M/s P P Bafna Ventures Pvt. Ltd, Pune. Block-wise number of copies to be despatched is appended herewith as ***annexure-1***. The vendors are ordered to complete the delivery of the books at block by 20th February' 2017.

Process of despatch of books from block to schools:

District/Block will ensure that EPBs are despatched to schools as per school-wise approved quantity considering the updated status of enrolment as per data digitization, 2016, (at Annexure-II) in a time bound manner. The head-master of respective schools may be requested to receive the EPBs and to distribute the same among learners. Block will provide EPBs to Govt/Provincialised schools on first priority and then to rest of the schools of eligible categories mentioned above. The distribution of of EPBs to schools is to be completed by 28th February'2017.

Duties and responsibility of BEEO cum BMC :

- BEEO cum BMC should ensure that EPBs are received and properly & timely distributed among the learners of the schools under his/her jurisdiction.
- He/she should give advance intimation to the HT/HM of the schools to collect the EPBs from blocks and facilitate the process of distribution.
- BEEO cum BMC should ensure that no EPBs are provided to schools other than the schools mentioned above.

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- BEEO cum BMC will prepare a school wise distribution plan and will communicate all concerned in advance.
- He/she will also check the quantity of the EPBs as specified and ensure that EPBs are proper and systematically stored till completion of despatch to the schools.
- He/she should submit a detail report to DMC concerned as per format below along with a certification that EPBs are received as per quantity approved for year 2017.

Class	No of EPB received	No. of EPBs dispatched to the schools	Nos of EPBs distributed among students	Remarks/ any other information
Class-I				
Class-II				

Class-VIII				

Duties and responsibility of Nodal Person :

- District will entrust one of the District level Officials as Nodal Officer of each block and the Nodal Person has to be assigned to co-ordinate and facilitate all the activities related to receipt and distribution of EPBs to learners smoothly.
- He/she will be responsible for timely distribution of EPBs from block to learners.
- He/she will also ensure that EPBs are received as per quantity mentioned above and should report to the District Mission Coordinators time to time till the completion of the despatch and distribution of EPBs.

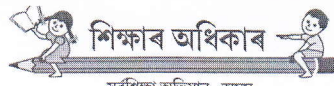
Role of District Mission Co-ordinator:

- District Mission Coordinator will notify the Nodal Person as mentioned above and ensure that all blocks notify the distribution plan and intimated to HT/MMs in advance.
- Will monitor entire receipt and distribution process of EPBs and ensure timely distribution to learners.
- Will ensure that EPBs are stored properly at block till the completion of despatch to schools/ learners.
- Will submit the list of Nodal person of respective block to the undersigned by 10th February, 2017.
- Will submit a detail report to State Mission Office regarding receipt and distribution of EPBs as per the no. of approved learners immediately after completion of the process by 28th February' 2017.

Provision of fund :

The school will be entitled to get carrying charge for lifting EPB from Block to School as detail below :

Enrolment	Distance			
	Up-to 2 KM	Up-to 7 KM	Up-to 15KM	Above
Up-to 100	Rs. 75.00	Rs. 111.00	Rs.150.00	Rs. 186.00
Up-to 200	Rs. 111.00	Rs. 150.00	Rs. 186.00	Rs. 210.00
Above	Rs. 150.00	Rs. 186.00	Rs. 225.00	Rs. 261.00



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District will submit requirement of fund on the basis of the above specification to the undersigned by **10th Feb, 2017**.

The DMCs, SSA of all districts therefore, requested to carry out above activities in time-bound manner assigning priority.

Encl : i) Annexure-I

Yours faithfully

(A. Rajoria, IAS)

Mission Director

Sarba Siksha Abhiyan, Assam

Dated 07.02.2017

No SSA/TT/EPB-2017/629/2016 / 9065-A

Copy to:

- 1) The Commissioner & Secretary, El Ed Deptt, Govt of Assam for information.
- 2) The Deputy Commissioners all districts for information.
- 3) The Sr. Administrative Officer, SSA, Assam for information
- 4) The Chief Account Officer, SSA, Assam for information.
- 5) The DEEO/DPEOs/DMCs all district, for information & necessary action.
- 6) The BMCs, all blocks for information and necessary action.
- 7) The OSD to the Hon'ble Minister Education for kind appraisal of HME.

Mission Director

Sarba Siksha Abhiyan, Assam