

**GOVT. OF ASSAM
ELEMENTARY EDUCATION DEPARTMENT
DISPUR, GUWAHATI-6**

No. PMA. 359/2019/1

Dated Dispur, the 29th Oct, 2019

OFFICE MEMORANDUM

Consequent upon enforcement of 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. Hence, the programme of Distribution of Free Textbooks has become an important responsibility of the Education (Elementary) 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 prescribed 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 January, 2020 for the academic session, 2020.

All concerned officials at all levels 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 year, 2020, from 1st December-30th December, 2019.

GUIDELINES FOR DISTRIBUTION OF FREE TEXTBOOKS, FOR ACADEMIC SESSION -2020

A. DUTIES & RESPONSIBILITIES AT STATE LEVEL :

- 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/medium wise/school 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 start immediately the process of labeling in the packets.

Name of the Book : _____

Medium of the Book : _____

Class : _____

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-VIII 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.**
- iv. The Block wise requirement of FTBs will be separately prepared by ASTPPC Ltd. and ARPS latest by 15-11-2019 and the class wise, Block wise packing will be done under the

overall supervision of ASTPPC Ltd. and ARPS a team of officials to be deputed by Elementary Education Department.

- v. MD, ASTPPC Ltd. will set-up required numbers of counters at Central Godown, and will provide required 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. He will depute sufficient labourers to segregate the books on the basis of Block wise requirement. Further, every packet of books should be properly labelled before handing it over to Block Office. 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/roaster system for Official and labourers 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 labourers for loading and un-loading purpose) as per the Block-wise requirement of books.
- viii. 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 Samagra Shiksha, Assam	:	One person
(b)	Representative from ASTPPC Ltd./Representative of ARPS	:	One person
(c)	Representative from SCERT	:	One person
(d)	Representative from Directorate of Elementary Education Deptt., Assam	:	One person

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

- ix. The MD, Samagra Shiksha, Assam, the Director, Elementary & the Director, SCERT, Assam will form a team of Officials as “**District Coordinator**” 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 1st November, 2019 to the Govt. of Assam. The official Notification in this regard will be issued from the Govt. of Assam by 10th November 2019.
- 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 10-11-2019 and subsequently MD, Samagra Shiksha, will upload the list of Textbooks on the SSA and SCERT websites within 20-11-2019. The Head Master can compare the 'list of books' with the books provided to them for the Academic year, 2020.

Duties and Responsibilities of District Coordinators :

The responsibilities of the District Coordinators will be :

- a. To liaise with ASTPPC Ltd and ARPS officials and personally monitor the segregation of packets per Block at Ferticem Godown, Bonda and Rupnager, ARPS godown.

- b. 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 and Mantri, ARPS will provide these records to District Coordinators before the process of segregation and transportation actually begins.
- c. To give a separate certificate within 31-12-2019 to MD, Samagra Shiksha, Assam regarding status of all eligible students of the block received the required quantities of books in time.
- 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 will undertake visit to the Blocks to ensure the smooth delivery of the books at school level during the distribution period. The MD, Samagra Shiksha 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 Executive Director, Samagra Shiksha, Assam.
- e. The District Co-ordinator has to submit advance tour diary to MD, Samagra Shiksha for approval in this regard.
- f. All shortage/excess of Textbooks at block should be first sorted out at block 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, Samagra Shiksha, Assam. Block Mission Offices /BEEO should not send a proposal directly to the State Mission Office, Samagra Shiksha, Assam.
- g. As free textbook is an entitlement of the student at elementary level so distribution of FTB-2020 has become an important responsibility of each concerned Officers/Officials of Elementary and Secondary Education Department at all level

B. DUTIES AND RESPONSIBILITIES AT DISTRICT LEVEL :

District Elementary Education Officer will give the list of identified storage location of each block in his/her jurisdiction to MD, ASTPPC Ltd.; Mantri, ARPS and MD, Samagra Shiksha, Assam latest by 1st December, 2019

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		
	Representative	Designation
i.	Hon'ble Member/Members of Parliament	Chief Advisor
ii.	Hon'ble MLAs of the district	Advisors
iii.	Deputy Commissioner/Principal Secretary of Autonomous Council/Secretary of Autonomous Council or Additional Deputy Commissioner (Education).	Chairman
iv.	District Elementary Education Officer	Member Secretary
v.	The Sub Divisional Officer (Civil)	Members
vi.	The Inspector of Schools, Dy. Inspector of Schools	Members
vii.	District Mission Coordinator of Samagra Shiksha	Members
viii.	Principal, DIET/BTC/Normal School (whichever exists in the District)	Members
ix.	2 representatives from local PRI/VDC (to be	Members

District Level Supervision and Monitoring Committee		
	Representative	Designation
	nominated by the Deputy Commissioner/ Principal Secretary of Autonomous Council in consultation with DEEO and DMC, Samagra Shiksha)	
x.	2 reputed citizens from district (one retired and one to be nominated BY THE Deputy Commissioner, Principal Secretary of Autonomous Council in consultation with DEEO and DMC, Samagra Shiksha)	Members
xi.	2 representatives from Students' organizations (to be nominated by the Deputy Commissioner/ Principal Secretary of Autonomous Council in consultation with DEEO and DMC, Samagra Shiksha)	Members
xii.	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
xiii.	2 recognized local Journalists of Electronic/Print Media (to be nominated by the Deputy Commissioner/ Principal Secretary of Autonomous Council in consultation with DEEO and DMC of Samagra Shiksha)	Members
xiv.	District Co-ordinators, of FTB, to be notified by MD, Samagra Shiksha	Members

Functions of District Level Supervision & Monitoring Committee for FTB :

- 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 (as in the guideline) in the district.
- 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.
- 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.
- The DMC, Samagra Shiksha of the concerned district will provide necessary logistic support for smooth functioning of the District Level Supervision & Monitoring Committee for FTB .
- A mobility/ contingency fund (to be decided by MD, Samagra Shiksha) may be released to ADC (Education) for FTB distribution against each block. The Deputy Commissioner may engage Assistant Commissioner/SDO (Sadar) or any other official as observer as deemed fit for the supervision & monitoring purpose.

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

District wise Carrying Charges of FTB				
Enrolment	Distance			
	Up-to 2 KM	Up-to 7 KM	Up-to 15KM	Above 15 km
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 School.				

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 duly signed by him/her to the MD, Samagra Shiksha, Assam within 15th of Feb – 2020.

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 State Mission Office, Samagra Shiksha, Assam with proper 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 be disbursed only with the prior **approval of the Deputy Commissioner/Principal Secretary of Autonomous Council.**

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.), DEEO & concerned DI/BEEO within **15.11.2019** positively.

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 10-11-2019 by the concerned DI of Schools/BEEO as temporary Godown, to store the FTBs and inform the District Elementary Education Officer. The DI of Schools/BEEO will seek necessary help/guidance from the concerned Deputy Commissioner/Principal Secretary of Autonomous Council as and when required.

Each district will have to submit to the Mission Director, Samagra Shiksha, Assam a certificate of completion of FTB distribution process for his/her districts for the academic year 2020 through respective District Coordinators.

C. DUTIES AND RESPONSIBILITIES AT BLOCK LEVEL :

To ensure smooth distribution of FTB in the Block during the process, a **19 Member** 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 15.11.2019.

#	Block Level Supervision and Monitoring Committee	Designation	Total No.
i.	Hon'ble Local MLA	: Advisor	1
ii.	DI of School/BEEO	: Chairman	1
iii.	Sub Inspector of School	: Member	1
iv.	Block MIS co-ordinator	: Member Secretary	1
v.	Block Accountant (senior most)	: Member	1
vi.	1 Lecturer DIET/ BTC/Normal School/DRC to be nominated by concerned Principal.	: Member	1
vii.	3 Officials to be nominated by the DMC [among DPOs/Block Accountant/RT, IE, RP only]	: Member	3
viii.	2 representatives from local PRI members	: Member	2
ix.	2 reputed citizens from Block area	: Member	2
x.	2 representatives from Teachers' Association (one from LP School & another from UP School.	: Member	2
xi.	2 representatives from Students' Organizations	: Member	2
xii.	2 recognized local Journalists (one each from Print & Electronic media)	: Member	2

The main functions of the Committee will be to –

- (i) Ensure smooth distribution of the FTB in the concerned Block.
- (ii) Evolve a suitable, area-specific strategy for the purpose.
- (iii) Ensure safe, secure storage of FTB in the Block and to keep all necessary records/challans of receipt 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 Samagra Shiksha will be specifically entrusted to keep all records/issue challan etc.
- (iv) 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) **The Block Level Supervision and Monitoring Committee will take necessary steps to physically verify/visit various schools thereof to ensure that no eligible student is deprived from getting Free Textbooks under any circumstance.**
- (vi) 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 Samagra Shiksha, Assam. If the enrolment has gone down at the time of distribution of FTBs, in comparison to the enrolment as per data digitization, the Head Master concerned has to give a statement with proper justification to the Block Level Supervision and Monitoring Committee in this regard and he/she will not take received FTBs more than requirement.
- (vii) To streamline the distribution process at Block Level, the Block Level Supervision and 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 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 Masters of the respective schools with a computer generated challan copy. The school heads to bring the attendance register on the day of receiving FTB at the block.
- (viii) The Block Level Supervision and 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 of 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 15-12-2019. 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 Masters can get the information time so that they can collect the books from godown within the given time limit.
- (ix) The Block Level Supervision and Monitoring Committee for FTB will also arrange necessary Night guard and security at Block Godown till the distribution process is completed.
- (x) 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. **Each block should ensure that**

FTBs are first distributed to the Govt./Provincialized LP/UP School 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	15-12-2019 to 22-12-2019
2.	Recognized Schools	23-12-2019 to 26-12-2019
3.	T.G. Managed/Local Bodies Schools	26-12-2019 to 27-12-2019
4.	Venture Schools	
N.B. No new schools will be entitled for FTB except the schools enlisted in U-DISE, 2018-19		

However, it is to be ensured by the Block Level Committee that the date fixed for distribution does not disturb the evaluation process.

- (xi) 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 **30-12-19** to Mission Director, Samagra Shiksha, Assam that all eligible students of the Block have received the required quantities of books in time. The MD, Samagra Shiksha 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.
- (xii) For any problem in getting the Free Textbooks in the Blocks and any problem in distribution process, the MD, ASTPC Ltd. will operationalize the 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/BEEOs can apprise the problem related with FTB distribution through Toll-Free contact number also.
- (xiii) One separate e-mail address on FTB has been created at Samagra Shiksha for providing any information related with FTB distribution process and all DMCs are directed to send mails to this e-mail id for speedy disposal of the issues. During the process of FTB distribution Sub-Inspector of schools, Block Resource Persons (BRP) and Cluster Resource Centre co-ordinator (CRCC) are to keep strict vigilance on the process of FTB distribution for the academic year 2020. 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 2020.

Each block will have to submit a certificate of completion of the process of FTB distribution for the Academic Year 2020 for all learners of the schools under his/her jurisdiction within 7 days from receipt of certificate from the schools.

D. DUTIES AND RESPONSIBILITIES AT SCHOOL LEVEL :

- i) Each and every head of the institutions is to keep a closed contact with the Block Mission Office from the 22nd December, 2019 till the receipt of exact numbers of required copies of FTB- 2020 to be provided to the learners of his/her institutions.
- ii) For non-receipt of Textbook of any kind for the learners he/she must communicate immediately to the Block Mission Office and continue his/her effort to make the books receipt by him/her in full.

iii) On receipt of numbers of copies of FTB he/she has to prepare a class wise, subject wise list of FTB receipt and will submit a Certificate to the Block Mission Coordinator within one week of receipt of FTB and will update, if required.

iv) In case he/she receives excess numbers of copies of Textbooks he/she must report immediately to the Block Mission Co-ordinators mentioning the names of the books with class.

Other important activities :

The tentative schedule of Activities :

Sl. No.	Activities	Period
1	Printed books ready to dispatched in all respects	30.11.2019
2	Block-wise packeting and dispatching	30 th November onward till completion
3	Transportation of books to the Blocks	5 th December-20 th December, 2019
4	School wise packeting & segregation of books at Block	15 th December to 25 th December, 2019
5	Issue of Books from Block to Schools	To be completed by 30 th December, 2019
6	Child wise packeting and distribution at school	30 th to 31 st December, 2019

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 for this purpose as follows :

Contingency Expenditure norm		
Sl. No.	Total Enrolment of the Block	Amount
(A)	01 — — — — — 50,000	8,000/- (for the whole Block)
(B)	50,001 — — — — — 99,999	10,500/- (for the whole Block)
(C)	1,00,000 — — — — — above	15,500/- (for the whole Block)

District Level Supervision and Monitoring Committee will submit proposal 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, Samagra Shiksha 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.

Monitoring mechanism :

- A State Level Monitoring Cell for distribution of FTB-2020 is to be setup at State Mission Office, Samagra Shiksha consisting of six members to be selected from Directorate of Elementary Education, Directorate of SCERT and Samagra Shiksha with a Co-ordinators from MIS Cell of State Mission Office.

The main functions of the Monitoring Cell will be to:

- Monitor the FTB distribution by collecting data from ASTPPC Ltd. and ARPS daily.
- Collect data for receipt of FTB by the blocks of the district at every alternate day during the period of FTB distribution.
- Submit the report on progress of FTB distribution to the Mission Director, Samagra Shiksha daily.
- Any other related activities assigned by Mission Director, Samagra Shiksha, if and when necessary.

• 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 2020.
- 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. Timeline :

Time Schedule for Major Activities to be done 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 2020	01.11.2019	Block	DI/BEEEO of the concerned block
2	Submission of Comprehensive book list of FTB 2020 to Mission Director Samagra Shiksha	10.11.2019	State	Director, SCERT, Assam
3	Uploading of Comprehensive book list of FTB 2020 in website	20.11.2019	State	Mission Director Samagra Shiksha, Director SCERT, Assam
4	Constitution of block level Supervision and Monitoring Committee	15.11.2019	District	Concerned Deputy Commissioner/Principal Secretary of Autonomous Councils
5	Constitution of district level Supervision and Monitoring Committee	20.11.2019	District	Concerned Deputy Commissioner/Principal Secretary of Autonomous Councils
6	Selection of central godown for storage of FTB 2020	Before 01.09.2019	State	MD, ASTPPCL, Mantri ARPS
7	Block wise packing of FTB 2020 at Central Godown	01.11.2019	State	MD, ASTPPCL, Mantri ARPS
8	Selection of District Co-ordinators' for FTB	01.11.2019	State	Govt. of Assam
9	Issue of list of 'District Co-ordinator for FTB	10.11.2019	State	Govt. of Assam
10	Printed books ready to dispatch in all respect	30.11.2019	State	MD, ASTPPCL, Mantri ARPS
11	Blockwise packeting and dispatching of FTB to blocks	30.11.2019	State	MD, ASTPPCL, Mantri ARPS
12	Transportation of books to blocks	Not later than 20.12.2019	State	MD, ASTPPCL, Mantri ARPS
13	School wise packeting and segregation of books	By 15.12.2019	Block	Concerned DI/BEEEO


Time Schedule for Major Activities to be done at different levels				
SL. No.	Name of Activities	Time schedule within	Level & Action	Action to be taken by
14	Issue of books from block to schools	By 17.12.2019	Block	Concerned DI/BEE0
15	Child wise packeting and distribution of FTB at school	By 30.12.2019	School	Principal/Headmaster/Head Teacher of the concerned school
16	Submission of fund requirement for lifting of FTB from block to school	15.02.2020	District	Concerned District Mission Co-ordinator
17	Submission of Block wise status report of all shortage/excess of FTB etc.	25.02.2020	District	Chairman of the District Level Supervision and Monitoring Committee of FTB distribution process

Sd./- Preetom Saikia, IAS
Commissioner & Secretary to the Govt. of Assam
Elementary Education Department
Dispur, Guwahati-6

Memo No. PMA. 359/2019/1-A
Copy to

Dated Dispur, the 29th Oct, 2019

1. The Secretary to the Govt. of Assam, Secondary Education Department, Dispur, Guwahati for information and necessary action.
2. The Mission Director, SSA, Assam for information and necessary action.
3. The Deputy Commissioner (All Districts) for information and necessary action.
4. The Staff Officer to the Chief Secretary, Assam Dispur, for kind appraisal of Chief Secretary.
5. P.S to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati for kind appraisal of Addl. Chief Secretary Govt. of Assam, Education Department.
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, Guwahati-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 BEE0 of all educational Block(all districts) for information and necessary action.


(Bandana Dutta Tamuly, ACS)
Secretary to the Govt. of Assam
Elementary Education Department
Dispur, Guwahati-6