CIRCULAR

All Heads of schools are hereby informed that Delhi Bureau of Text Books has delivered Schools Diaries through two printers, namely, M/s Arihant Offset & M/s Tan Prints India Ltd directly to the schools as per delivery schedule provided by the school Branch of Directorate of Education.

It is further informed that in case any of the Schools has received some quantity in excess of their demand such excess quantities may be returned to the Bureau. Conversely, those schools who have received quantity less than their actual requirement may collect the same personally from the office of Bureau on any working day between 11 A.M. to 5 P.M.

It may also be ensured that the officials deputed for the purpose possess appropriate authority letters duly attested by H.O.S. concerned along with quantity required over and above the quantity already supplied by the printers.

All H.O.S. of Govt of N.C.T. Delhi

[Signature]
Secretary

No.F-1-P(6)/SD/DBT/13-14

Copy to:-
1. P.S. to Chairman DBTB/Director of Edn.Old Sectt.Delhi
4. All DDE’s of the Distts.(Through MIS)
5. All E.O’s of the Zones (Through MIS)
6. OS IT with the request to upload the circular in the official website of Dte.of Edn.

[Signature]
Secretary