CIRCULAR

Sub: Submission of additional requirement of text books (if any) from class I to 8 for the academic Session 2014-15.

All Heads of the schools are hereby requested to submit their additional requirement of books (if any) for the academic session 2014-15 to the office of their respective nodal officers of the zone latest by 18-7-2014. After compilation, the demand on prescribed Performa’s should reach in the office of undersigned through E.O’s of the zone by 25th July 2014 in one go. It is further requested that time schedule be adhered to strictly and no individual/direct submission of requirement will be entertained later on. The nodal officer of the zone may kindly also ensure that the time schedule as charted out is being followed by the schools strictly and also restrict forwarding individual requirements of schools after due date.

It has been observed in the past that schools do not generally pay their attention on the language (medium) while filling up the required quantity which causes undue problem for the staff of Bureau while making corrections at the later stage and also creates discrepancies in the figures. This may kindly be given special attention.

All the Heads of the schools are further advised to ensure that the figures so submitted as additional demand must strictly match to the strength of students of the class as no addition/deletion of figures presented at the later stage will be entertained and no individual/direct requirement will be accepted at any stage.

(R.K. PAHUJA)
SECRETARY

All Heads of Schools (Through MIS)

No.F.1(S)/DBTB/Distri/Invoices/13-14/ Dated 9.7.2014

1. P.S. to Chairman DBTB, Director of Education, Old Sectt. Delhi.
2. P.S. to Managing Director DBTB, Special Director Dte. of Edn Old Sectt. Delhi.
3. All R.D.’s (through MIS)
4. All DDE’s (Districts) (through MIS)
5. All E.O.’s of the Zones (through MIS)
6. DDE Planning, with the request to impress upon the schools to follow the time schedule.
7. O.S.IT with the request to upload the circular.

(R.K. PAHUJA)
SECRETARY