

**GOVERNMENT OF JAMMU & KASHMIR
DIRECTORATE OF SCHOOL EDUCATION, JAMMU
Muthi Camp, Jammu -181205**

Sub: Monitoring of Free Supply of Text Books and uploading of information thereof.

C I R C U L A R

In order to streamline and for effective monitoring of free supply of text books to students of Government schools of Jammu Division, following instructions are hereby issued for strict compliance:

1. Zonal Education Officers should immediately distribute books to the students through their respective schools.
2. Zonal Education Officers shall also submit report on daily basis and consolidated report on every Monday on Google form (<https://forms.gle/NUoYFqr8FXcmfMVV8>) of their respective zones as per format till the process of book distribution is complete.
3. All school heads shall also submit the status report of receipt & distribution of books and shortage, if any on Google form (<https://forms.gle/ks92VhHAauVpi7119>). The report shall be submitted as and when they receive and distribute books or on every Monday till the process of book distribution is complete.
4. All Cluster heads shall ensure and monitor the distribution of textbooks in schools to students under their cluster and also ensure that the above Google form is submitted by these schools.
5. CEOs/Cluster Heads/ZEOs/School Heads shall make an extra effort to ensure that classwise set of books is prepared before the start of session and distributed to all the students either on the day of result or on the first day of new session.

The Chief Education Officers shall oversee the whole distribution of textbooks and conduct inspections for verifying the details submitted by the respective school heads for proper distribution of books.

The above instructions should be followed strictly.


(Subah Mehta) JKAS
Joint Director

No: DSEJ/2025/9456-9580

Dated: 22-03-2025

Copy to the:-

1. Financial Commissioner/Additional Chief Secretary to the Govt., School Education Department, Civil Secretariat Jammu for kind information.
2. CEOs (All) Jammu Division for information and necessary action.
3. Cluster Heads/ZEOs/School Heads (All) Jammu Division for information and necessary action.
4. I/c Cultural Cell/Coordination Cell, DSEJ for information and n/a.
5. P.A to Director for kind information of Director School Education, Jammu.
6. I/c DSEJ Website for uploading.
7. Office record.