

**GOVERNMENT OF ASSAM**  
**SECONDARY EDUCATION DEPARTMENT, DISPUR, GUWAHATI-06.**

ORDERS BY THE GOVERNOR.

**NOTIFICATION**

Dated Dispur the 10<sup>th</sup> June, 2020,

No. PMA (S) 101/2019/19. In public interest, the Governor of Assam is pleased to constitute the School Level Free Text Books Verification Committee (SLFTBVC) in the Government/ Provincialised/ Recognised Schools in the State of Assam in pursuance to the framework of the implementation of the Free Text Book Scheme of the Government to verify, supervise and monitor the implementation of the Scheme at the School Level to ensure that every School children duly and timely gets a proper Free Text Book as per requirement. The SLFTBVC shall be constituted with the following members.

**1. The School Level Free Text Books Verification Committee (SLFTBVC)-**

1	The Principal/ Head Master/ Superintendent/ Head Mudaris (including the incharge wherever applicable)	Chairman
2	Vice Principal/Asstt Head Master/	Supervisory Member
3	Post Graduate Teacher OR Graduate teacher OR Asstt. Teacher, teaching the particular subject in the particular class for the particular Text Book.	Subject Member
4	For single teacher Schools only . Two well conversant, educated amongst the Parents or if not available, two local residents residing within the serving village identified by minimum three parent members.	Expert Member

**1.1 Tenure of the School Level Free Text Books Verification Committee (SLFTBVC)-**

1. The School Level Free Text Books Verification Committee (SLFTBVC) shall be a permanent body in every School for proper management of the receipt, coordination and distribution of the Free Text Books to the respective School students in the respective Schools.
2. All the Teachers of the School having assigned subjects in a School shall be the Subject Members for each of the Subjects having Free Text Books.
3. In the absence of the Chairman, the next teacher as per official seniority shall officiate as Chairman. In the absence of Teachers of the subject the next available teacher having the particular subject assigned, will discharge the function of the Subject Member.
4. The Parent representative or the resident discharging the function as Expert Members shall have a tenure of one academic year renewable based on satisfactory performance or if not removed by DEEQ or IS of the district but shall not exceed three consecutive years.
5. In the absence of the Chairman in the single Teacher School, the BEEQ or the IS depending upon the level of the School shall temporarily depute a Chairman from the neighbouring nearest distance School of any level and the arrangement shall continue till completion of the exercise or till resumption of duties by the regular Chairman, whichever is earlier.
6. In the event of transfer of any Teacher or the Head of the Institutions, the substitute will automatically officiate in the Committee, in the assigned position.

7. In the event of supernation or without a substitute on transfer the other working teacher of the School assigned with a particular subject shall officiate in the position as assigned.
8. Any Govt/ Provincialised Teachers who are Chairman or members fail to discharge the responsibilities , strict disciplinary action will be taken.
9. Any Venture teachers who are Chairman and Members fail to discharge their duties, the concerned management shall have to remove the teacher from the service or forgo the free edition of the Free text book and may opt for sale edition of the Books and Management as whole shall be held completely responsible for any violation and strict action under the prevalent Law and Rules shall be taken against the Management of the School.

#### 1.2 Responsibilities and duties of the SLFTBVC.

1. The School Level Free Text Books Verification Committee shall undertake the responsibilities and duties for the overall interest of the State , its Students their academic growth and development.
2. The primary duty and responsibility of the SLFTBVC is to ensure that every student gets the required proper Free Text Books , within the assigned time.
3. The Committee shall assist the concerned Block and District authorities in the matter of enrollment and determining the actual figures as per the prescribed formats.
4. The Committee shall maintain coordination with the respective BEEO of the educational Blocks and local CRCC in respect of the receipt of the Free text Books for class Ka Shreni to Class VIII. Similarly, the Committee shall maintain coordination with the respective Inspector of Schools of the District in respect of the receipt of the Free text Books for class IX, X and XI, XII.
5. The Committee shall take steps to maintain a Book Bank in the School where the readable Books of the passed out students, who are willing to part with their Books, are stored properly and securely for subsequent uses and references, if need arises.
6. The Committee shall ensure the genuine enrollment of the School classwise had been assessed by the Block and District education authorities.
7. It shall ensure that prior to the beginning of the Academic year and actual commencement of respective Classes in the School, the Free Text Books as per the requirement are collected from the Stores in the Education Blocks and Districts.
8. On collection of the Free Text Books, the Committee shall arrange verification of each and every Free text Book and particularly verify whether (a)the medium of Books are in conformity to the requirement.(b) any medium mismatch in the pages of the Books(c) any pages missing.(d) any mismatch in the subjects (e)any mismatch in the number of Books collected.
9. Any discrepancies as observed above, shall be immediately and without any delay shall be brought to the notice of the concerned officials only.
10. Corrected copies must be immediately collected from the Blocks and Districts subject to the availability of stocks.
11. Provided the response from the Block and District officials is delayed by more than 10 days, it should be brought to the knowledge of the Deputy Commissioner or the ADC i/c Education of the District.
12. Provided the response is further delayed by 15 days the respective Head of the Institution(School) shall directly place the demand for corrected copies of the Free Text Book to notified Nodal Officer of SSA for the Elementary Books and Nodal Officer of ASTPPC Ltd for the Secondary level of Books.
13. Every year the address and contact details of the Nodal Officers stationed in the State shall be available with the concerned BEEO and Inspector of Schools in the respective Districts.

### 1.3 Constitution and approval of the School Level Free Text Books Verification Committee.

1. The Inspector of Schools of the District for Secondary Schools and BEEOs of Elementary Schools shall approve and issue the notification constituting the School Level Free Text Books Verification Committee.
2. The Concerned Principal/ HM/ incharge of the School shall prepare the draft Committee and submit the draft Notification to the Inspector of Schools of the District or BEEOs of the Educational blocks as per administrative jurisdiction, for approval.
3. In the event that warrants any change in the composition of the members, the Chairman shall resubmit and the IS or BEEO, as per administrative jurisdiction, shall re approve and re notify.
4. The Head of the Institution shall maintain the record of the Notifications exclusively in a separate file, for future reference.
5. The IS and the DEEOs prior to the start of the distribution of FTB every year, shall ensure that the Committees are duly constituted and functions as mandated.
6. Under no circumstances parallel committees or two or more committees functions in a School.
7. The ADC (Education) in every District shall be the Monitoring Authority to ensure its functionality.
8. The DDC in every District shall be the Appellate Authority in case of any disputes.
9. The Deputy Commissioner of the District shall review the functioning of the Committees through the IS and DEEOs of the District.

### 1.4 Reconstitution and penal provision in respect of the School Level Free Text Books Verification Committee.

1. The School Level Free Text Books Verification Committee, if found negligent in its duties and responsibilities shall be liable for strict disciplinary action as per the Rules in case of Govt./Provincialised Schools and shall be reconstituted.
2. The Authorities in the District shall cause an immediate enquiry into complaints of negligence of duties and responsibilities and fix responsibility and the delinquent Govt./Provincialised/ Recognised staff shall face disciplinary action.
3. For recognized venture Schools the Management Authorities of the School or the group of Schools, shall relieve the Head of the Institution or the engaged Teacher from engagements, if found negligent in his/her duties and responsibilities towards proper implementation of the FTB scheme.

### 1.5 Meeting of the School Level Free Text Books Verification Committee.

1. The meeting of the School Level Free Text Books Verification Committee shall be convened by the Chairman in the beginning of the Academic Sessions during the period of receipt of Free text Books.
2. The meeting can be convened multiple times to match with the schedule of the receipt of Free text Books of different subjects and mediums.
3. Except, as described, in respect of the responsibilities of the verification of the Free text books, other discussions in the Meeting shall be discouraged.

## 1.6 Powers of interpretation and removal of difficulties.

1. If any difficulties arises in the interpretation of any provision of this Guidelines, the interpretation of the State Government in the Secondary Education Department shall be final. If any difficulty arises in the implementation of the provision in the Guidelines the Department may undertake the modifications not inconsistent with this Guidelines.

## 1.7 Powers of the State Government.

1. The State Government in the Secondary Education Department shall reserve the right to either modify the guidelines or discontinue with the practice in place and cancel the Guidelines issued without notice and at any point of time.

(Preetom Saikia, IAS)

Commissioner & Secretary to the Govt, of Assam.  
Secondary Education Department.

Memo No. No. PMA (S) 101/2019/19-A.

Dated Dispur the 10<sup>th</sup> June, 2020.

Copy for information and necessary action to (by mail/hand)

1. The PS to the Hon'ble Minister, Education, Assam, Dispur, Guwahati-6( for kind appraisal of the Hon'ble Minister).
2. The PS to the Hon'ble Minister of State, Education, Assam, Dispur, Guwahati-6( for kind appraisal of the Hon'ble Minister).
3. The PS to the Principal Secretary, Elementary Education, Assam, Dispur, Guwahati-6( for kind appraisal of the Principal Secretary)
4. The PS to the Chairman SEBA, Bamunimaidam Guwahati-11( for kind appraisal of the Chairman SEBA,)
5. The PS to the Chairman AHSEC, Bamunimaidam Guwahati-11( for kind appraisal of the Chairman AHSEC)
6. The Mission Director, SSA and RMSA , Assam, Kahilipara, Guwahati-13.
7. The Deputy Commissioner (All Districts).
8. The Principal Secretaries, BTC/KAAC/DHAC.
9. The Managing Director, ASTPPC Ltd. Panbazar, Guwahati-1.
10. The Director, Secondary Education, Assam, Kahilipara, Guwahati-13.
11. The Director, Elementary Education, Assam, Kahilipara, Guwahati-13.
12. The Director, SCERT, Assam, Kahilipara, Guwahati-13.
13. The Director, BTC, Kokrajhar.
14. The Mantri ARPS, Assam, Rupnagar, Guwahati-8.
15. The Inspector of Schools (All Districts).
16. The District Elementary Education Officer, (All Districts).
17. The Block Elementary Education Officer (All Educational Blocks)
18. Principals/Head Masters of all Elementary and Secondary Schools.

By Order, etc.

(Bipasha Kherkatary)

Deputy Secretary to the Govt of Assam  
Secondary Education Department  
Dispur, Guwahati-6