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DAV PUBLICATION DIVISION

(DAV COLLEGE MANAGING COMMITTEE)
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Ref. No. : Pub/2019/ 288

Date: 3/7/19

To

All Regional Officers/Asstt. Regional Officers & Principals of DAV Public Schools

Subject: Requirement of Books for Academic Session 2020-21.

Dear Sir/ Madam,

You may please refer to the subject cited above. In order to obtain complete and correct information, the Publication Division has devised a set of proformas for seeking requirement of textbooks and transportation details from the Regional Officers & Public Schools.

The Regional Officers/Schools is required to intimate this office the mode of distribution of Textbooks.

Detail of these documents is given below for your convenience.

- | | | | |
|---|-----------------------------------|---|--------------|
| 1 | Proforma for Textbooks | - | Annexure - A |
| 2 | Proforma for Transportation | - | Annexure - B |
| 3 | Mode of Distribution of Textbooks | - | Annexure - C |

One set of these Proformas 'A', 'B' & 'C' has been put on website of DAV CMC i.e. www.davcmc.net.in (Publication Division) and can be had from there.

One set of these proformas duly filled in and signed by the R.O./A.R.O./ Principal, may please be sent to this office through **e-mail only** i.e. dav.publication@davcmc.net.in so as to reach this office by or before 29.07.2019 positively. This office shall acknowledge the receipt of e-mail. The demands not received within stipulated time shall be dealt in the end.

Personal attention of the Heads of the institutions is solicited to ensure early submission of above data to this office.

Yours faithfully

-sd/-

(S.K. Sharma)
Director

Encl. : as above

Textbooks Requirement Proforma 2020-2021

Name of the R.O./A.R.O./School: _____

Name of the controlling R.O./A.R.O.: _____

Date of Commencement of academic session : _____

IMPORTANT NOTE

1. It may be ensured that all the columns I To V are properly filled
2. While filling requirement of books, no. of students likely to come from LKG (i.e. lower class) will be the present strength of UKG in 2020-2021 to be filled in column I. Same will be the case in other classes. II. Proposed additional admissions during 2020-2021 must be specified in column - II.

		I	II	III	IV	V
S.N.	Name of Book	No. of students likely to come from lower class	Additional No. of students to be admitted	Expected no. of Students in 2019-20. (I + II)	No. of Books in stock (if any)	No. of Books required
	LKG					
1	Fun with English					
2	Integrated Activity Book					
3	Fun with Math					
4	Rhythmic Rhymes					
5	Fun with Colour 'A					
6	Akshar Parichay					
	UKG					
7	My English Book					
8	Integrated Activity Book					
9	Kinder Garden.Math					
10	Bal Madhuri					
11	Shabad Abhyas					
12	Fun with Colour 'B'					
	1st					
13	My English Reader					
14	English Practice Book					
15	My Living World					
16	Primary Maths					
17	Bhasha Madhuri					
18	Bhasha Abhyas					
19	Step by Step -1					

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S.N.	Name of Book	I No. of students likely to come from lower class	II Additional No. of students to be admitted	III Expected no. of Students in 2019-20. (I + II)	IV No. of Books in stock (if any)	V No. of Books required
	IInd					
20	My English Reader					
21	English Practice Book					
22	My Living World					
23	Primary Maths					
24	Bhasha Madhuri					
25	Bhasha Abhyas					
26	Step by Step - II					
	IIIrd					
27	My English Reader					
28	English Practice Book					
29	We & Our World -1					
30	My Living World					
31	Primary Maths					
32	Bhasha Madhuri					
33	Bhasha Abhyas					
34	Kid-Wiz(GK)-I					
35	Hands On					
36	Step by Step -III					
	IVth					
37	My English Reader					
38	English Practice Book					
39	We & Our World-II					
40	My Living World					
41	Primary Maths					
42	Bhasha Madhuri					
43	Bhasha Abhyas					
44	Kid - Wiz (GK) - II					
45	Hands On					
46	Step by Step- IV					

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		I	II	III	IV	V
S.N.	Name of Book	No. of students likely to come from lower class	Additional No. of students to be admitted	Expected no. of Students in 2019-20. (I + II)	No. of Books in stock (if any)	No. of Books required
	V					
47	My English Reader					
48	English Practice Book					
49	We & Our World-III					
50	My Living World					
51	Primary Maths					
52	Bhasha Madhuri					
53	Bhasha Abhyas					
54	Surbhi -1 Sanskrit					
55	Kid - Wiz (GK) - III					
56	Hands On					
57	Step by Step – V					
	VI th					
58	My English Reader					
59	English Practice Book					
60	English Literature					
61	We & Our World-IV					
62	My Living World					
63	Secondary Math					
64	Gyan Sagar					
65	Abhyas Sagar					
66	Surbhi - II (Sanskrit)					
67	Kid - Wiz (GK) - IV					
68	Hands On					
69	Step by Step-VI					

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		I	II	III	IV	V
S.N.	Name of Book	No. of students likely to come from lower class	Additional No. of students to be admitted	Expected no. of Students in 2019-20. (I + II)	No. of Books in stock (if any)	No. of Books required
	VIIth					
70	My English Reader					
71	English Practice Book					
72	English Literature					
73	We&OurWorld-V					
74	My Living World					
75	Secondary Math					
76	Gyan Sagar					
77	Abhyas Sagar					
78	Surbhi- III (Sanskrit)					
79	Kid-Wiz(GK)-V					
80	Hands On					
81	Step by Step –VII					
	VIII th					
82	My English Reader					
83	English Practice Book					
84	English Literature					
85	We & Our World-VI					
86	My Living World					
87	Secondary Math					
88	Gyan Sagar					
89	Abhyas Sagar					
90	Surbhi- IV(Sanskrit)					
91	Kid-Wiz(GK)-VI					
92	Hands On					
93	Step by Step –VIII					

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		1	II	III	IV	V
S.N.	Name of Book	No. of students likely to come from lower class	Additional No. of students to be admitted	Expected no. of Students in 2019-20. (I + II)	No. of Books in stock (if any)	No. of Books required
	Naitik Shiksha Books					
94	Class -1					
95	Class – II					
96	Class – III					
97	Class – IV					
98	Class – V					
99	Class – VI					
100	Class-VII					
101	Class – VIII					
102	Class – IX					
103	Class – X					
104	Class – XI					
105	Class – XII					
106	All about Vedic Dharma					

UNDERTAKING

Certified that demand of Textbooks has been calculated on the basis of data provided in coloumn I & II of this ANNEXURE. The institution undertakes responsibility to remit the payment strictly in accordance with the order of DAV CMC through post dated cheque dated 31.05.2019 immediately on receiving the proforma invoice.

The school also undertakes to make advance payment for any additional requirement after the demand projected in this annexure.

Signature of Head of the Institution

Name :-

DATE :-

Rubber Stamp

ANNEXURE-"B"

Note : For transportation of the consignments. Publication Division invites quotations from the reputed companies on the basis of the information received from the schools on the annexure "B" One or two transport companies of repute are selected and contract awarded. In certain cases, locations mentioned in the annexure - "B" fall beyond the operational areas of these companies, therefore, the school should mention most convenient destination.

PREFERRED TRANSPORT

Destination where the consignment is required: _____

Distance from Delhi through shortest route on National Highway _____

Distance from School Campus:

Name & Address of Transport Company at School location which operates directly from Delhi

Name: _____

Address at Delhi: _____

Phone / Mobile No. (Delhi) : _____

Signature of the Head of Institution

Name: _____

Rubber Stamp

1. **How the schools/R.Os/A.R.Os will distribute the textbooks**

(a) through authorized school vendor

(b) through School
(say 'yes' or 'no')

2. **In case of vendor give :**

Name of the Firm with complete address

PAN No.

(attach copy of contract and authorization
given by the school to the vendor)

Signature of the R.O./A.R.O.
Head of the School with stamp