

Office of the Director of
Higher Secondary Education,
Housing Board Buildings,
Santhinagar,
Thiruvananthapuram.

No. Acd/Spc(1)/68979/TB/2016-17

Dated: 25.02.2016

CIRCULAR

Sub: HSE-Online indenting for text books of Std.XI and XII for 2016-17-
Opened-Directions issued-Reg.

Online indenting for text books of Std.XI and XII begins on 26/02/2016. All the Government, Aided and Un-aided school Principals can register for the required number of text books through '**dhseonline.in**'. The last date for submission of indents is 5/03/2016. The principals of all the Government, Aided, and Unaided schools are directed to submit indents before the last date positively.

The principals are requested to read carefully the following guidelines before submitting indents.

1. The schools shall login onto '**dhseonline.in**' by typing school code without **zero** on the left side like **1001, 2001, 3010**, etc., on the boxes of both user name and password.
2. On the window opened after the 1st step, the Principals should change the password and thereafter continue the process for ordering text books.
3. Ordering shall be done as follows:
 - i) Place the indent for Std. XI first and save the data.
 - ii) Then place the indent for Std. XII and save the data.
 - iii) Verify the saved data to your satisfaction and thereafter apply the '**CONFIRM**' button for the submission of the indent. Once the confirmation is done, the data cannot be edited. Similarly, if you happen to unwittingly click '**CONFIRM**' button after Std. XI, the indent for Std.

XII cannot be submitted. In such cases the matter should be immediately reported to the Directorate.

4. Care should be taken not to forget the password.
5. Only required quantity of text books should be intended.
6. The existing stock of text books under each title shall be taken into account before placing order for additional quantity of text books for 2016 – 17. The required quantity for 2016– 17 shall be calculated after debiting the stock. It is learnt that a lot of text books are lying unsold in the schools. Hoarding of text books is irregular as it will cause loss to the printer. The principals shall ensure that the present stock is completely cleared in the academic year 2016 – 17.
7. The text books supplied should be recorded title wise in the stock register. The stock register should be kept updated every day.
8. In case of any doubts please contact on 0471 – 2323198(DHSE, Tvpm).

The details of payment will be intimated later. It is the responsibility of the principal to ensure that all the needy students get text books in time. Hence the principals are directed to submit the indents in time positively.

**Sd/-
DIRECTOR**