

# NATIONAL BOOK TRUST, INDIA

NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II, VASANT KUNJ, NEW DELHI-110070

## Receipts & Payments Account for the year ended 31 March 2011

(Amount in ₹)

	RECEIPTS		CURRENT YEAR		PREVIOUS YEAR		PAYMENTS		CURRENT YEAR		PREVIOUS YEAR	
			Amount		Amount		Amount		Amount		Amount	
<b>1. Opening Balances</b>												
a) Cash in hand		0										
b) Bank Balances:												
(i) Saving Accounts	3,48,93,730		3,48,93,730	2,02,53,188	2,02,53,188							
<b>2. Grants Received from Government of India</b>												
a) Non-Plan	16,01,60,000			22,76,00,000								
b) Plan	8,61,07,470			9,98,00,000								
c) Plan-NE	1,09,00,000	25,71,67,470		0	32,74,00,000							
<b>3. Income on Investments from Earmarked Funds</b>												
a) Building Fund	0			0								
b) Sopan Samarak Nidhi	12,400			0								
c) KK Birla Foundation	4,750	17,150		69,880	69,880							
<b>4. Interest Received</b>												
a) On Bank Deposits	4,02,629			9,06,176								
b) On Loans, Advances etc.	1,81,594	5,84,223		5,13,355	14,19,531							
<b>5. Other Receipts</b>												
<b>1. Non-Plan Schemes</b>												
a) Sale of Books	27,99,76,218			9,65,56,562								
b) Maintenance, Establishment & Publishing	4,27,189			4,41,721								
c) World Book Fair	26,73,137			8,30,61,302								
d) Recoveries from Pay Bills	2,669,8,865	30,97,75,409		2,88,15,810	20,88,75,395							
<b>1. Expenses</b>												
a) Establishment Expenses	13,98,39,290			14,59,07,176								
b) Administrative Expenses	2,02,99,716	16,01,39,006		2,31,07,718	16,90,14,894							
<b>2. Payments made against funds for various Projects:</b>												
<b>a) Non-Plan Scheme</b>												
Publishing	17,68,58,899			8,96,19,228								
World Book Fair	6,53,46,143	24,22,05,042		14,71,26,495	23,67,45,723							
<b>b) Plan Schemes</b>												
Regional Offices Subsidy	34,05,999			20,78,177								
Punjabi Language Project	81,752			7,70,503								
Normal Promotional Activities	24,16,246			59,974								
National Centre for Children's Literature	4,20,46,155			3,10,66,805								
Sales Promotion Measures	24,63,931			30,33,735								
Book Export Promotion Activities	1,12,34,070			1,37,10,352								
Development Projects—North East	1,69,96,245			37,52,245								
Short-Term Training Courses in Publishing	1,13,88,941			97,17,603								
Financial Assistance to Voluntary Organisations	15,29,361			0								
Youth Readership Survey	1,33,03,818			1,15,83,522								
Golden Jubilee Celebrations	6,85,450			77,50,000								
	0	10,55,51,968		7,18,176	8,42,41,092							

<b>2. Plan Schemes</b>					<b>3. Expenditure on Fixed Assets &amp; Capital Work-in-Progress</b>				
a) Royalty	0		0		a) Purchase of Fixed Assets (Non-Plan)	39,17,640		41,14,031	
b) Normal Promotional Activities	72,90,760		3,724,928		b) Purchase of Fixed Assets (Plan)	17,21,041	56,38,681	31,47,272	72,61,303
c) Book Publishing Courses Fee	4,11,500		8,950		<b>4. Earmarked Funds</b>				
d) Development Projects—North Eastern Region including Sikkim	5,14,796		5,80,700		a) NBT Building	48,09,000		50,02,890	
e) Sales Promotion Measures	1,87,940		9,50,168		b) K K Birla Foundation	4,750		0	
f) Earnest Money/Security Deposit	1,65,75,871		22,08,010		c) Rajeev Gandhi Foundation	19,670		1,10,231	
g) Book Export Promotion Activities	0		0		d) Sopan Smark	8,509	48,41,929	0	51,13,121
h) Subsidy Scheme	0	2,49,80,867	0	74,72,756	<b>5. Other Payments</b>				
					Remittance of Recoveries affected from Pay bills	2,51,21,107		2,75,16,661	
					Refund of Security Deposits/ Earnest Money	20,90,029	2,72,11,136	7,04,225	2,82,20,886
					<b>6. Closing Balances</b>				
					a) Cash in Hand	0		0	
					b) Bank Balances				
					(i) In Savings A/c	8,18,31,087	8,18,31,087	3,48,93,730	3,48,93,730
<b>TOTAL</b>		<b>62,74,18,849</b>		<b>56,54,90,749</b>	<b>TOTAL</b>		<b>62,74,18,849</b>		<b>56,54,90,749</b>

(Karun Kumar)  
Accounts Officer

(Dinesh Sharma)  
Assistant Director

(Farida M. Naik)  
Jt. Director (A&F)

(Satish Kumar)  
Director

(Bipan Chandra)  
Chairman

Date: 23 June, 2011  
Place: New Delhi

**NATIONAL BOOK TRUST, INDIA**  
NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II  
VASANT KUNJ, NEW DELHI-110070

**Balance Sheet as at 31 March 2011**

*(Amount in ₹)*

<b>Particulars</b>	<b>Schedule</b>	<b>Current year</b>	<b>Previous year</b>
<b>Corpus/Capital Fund and Liabilities:</b>			
Corpus/Capital Fund	1	23,43,48,619	20,15,54,936
Reserve and Surplus	2	19,07,58,231	18,24,03,021
Earmarked/Endowment Fund	3	5,66,729	17,08,280
Current Liabilities and Provisions	4	16,24,99,945	9,01,32,330
<b>TOTAL</b>		<b>58,81,73,524</b>	<b>47,57,98,567</b>
<b>Assets:</b>			
Fixed Assets	5	19,12,78,500	20,60,99,556
Investments from Earmarked Funds	6	5,10,000	5,10,000
Current Assets, Loans, Advances etc.	7	39,63,85,024	26,91,89,011
<b>TOTAL</b>		<b>58,81,73,524</b>	<b>47,57,98,567</b>

**(Karun Kumar)**  
*Accounts Officer*

**(Dinesh Sharma)**  
*Assistant Director*

**(Farida M. Naik)**  
*Jt. Director (A&F)*

**(Satish Kumar)**  
*Director*

**(Bipan Chandra)**  
*Chairman*

Date: 23 June, 2011  
Place: New Delhi

**NATIONAL BOOK TRUST, INDIA**  
NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II  
VASANT KUNJ, NEW DELHI-110070

**Income & Expenditure Account for the year ended 31 March 2011**

(Amount in ₹)

(A) - Income	Schedule	Current year	Previous year
Income from Sales/Services	8	29,56,69,944	10,20,93,772
Grants/Subsidies	9	21,90,61,493	30,69,56,810
Income from Royalty	10	6,750	—
Interest Earned	11	9,61,382	13,98,114
Income from World Book Fair	12	26,73,137	8,30,61,302
Other Income	13	88,25,435	57,06,467
Increase in Stock of Finished Goods	14	-37,27,853	2,53,80,147
Profit on Sale of Fixed Assets			1,04,757
Prior Period Adjustments			
<b>TOTAL (A)</b>		<b>52,34,70,288</b>	<b>52,47,01,369</b>
<hr/>			
(B) - Expenditure	Schedule	Current year	Previous year
Establishment Expenditure	15	13,85,44,500	15,83,70,053
Other Administrative Expenditure	16	2,63,60,992	2,29,15,944
Expenditure on Publishing Activities	17	17,89,51,642	8,31,44,584
Promotional Expenditure	18	12,08,95,195	8,67,89,803
New Delhi World Book Fair	19	35,65,678	14,48,99,140
Prior Period Expenditure		—	—
Depreciation		2,04,59,737	2,16,06,603
Loss on Sale of Fixed Assets			28,916
<b>TOTAL (B)</b>		<b>48,87,77,744</b>	<b>51,77,55,043</b>
<hr/>			
Balance being excess of Income over			
Expenditure (A - B) transfereed as under:		<b>3,46,92,544</b>	<b>69,46,326</b>
a) Transfer to Corpus Fund 32793683			
b) Appropriation of margin on Bulk Sales Orders to General Reserve: 1898861			

(Karun Kumar)  
Accounts Officer

(Dinesh Sharma)  
Assistant Director

(Farida M. Naik)  
Jt. Director (A&F)

(Satish Kumar)  
Director

(Bipan Chandra)  
Chairman

Date: 23 June, 2011  
Place: New Delhi

**NATIONAL BOOK TRUST, INDIA**  
NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II  
VASANT KUNJ, NEW DELHI-110070

**Schedules forming part of the Balance Sheet as at 31 March 2011**

**Schedule-1**

(Amount in ₹)

Corpus/Capital Fund	Current Year		Previous Year	
Balance as at the beginning of the year	20,15,54,936		19,62,70,507	
Add/(Deduct): Balance of net Income transferred from the Income and Expenditure Account	3,27,93,683		52,84,429	
<b>Balance as at the year end</b>		<b>23,43,48,619</b>		<b>2,01,554,936</b>

**Schedule-2**

(Amount in ₹)

Reserve and Surplus	Current Year		Previous Year	
<b>1. Capital Reserve:</b>				
As per last Account	18,07,41,124		8,69,81,108	
Addition during the year	64,56,349		9,37,60,016	
Less: Prior Period Adjustments		18,71,97,473		18,07,41,124
<b>2. General Reserve:</b>				
As per last Account	16,61,897			
Addition during the year	18,98,861		16,61,897	
		35,60,758		16,61,897
<b>TOTAL</b>		<b>19,07,58,231</b>		<b>18,24,03,021</b>

## NATIONAL BOOK TRUST, INDIA

NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II, VASANT KUNJ, NEW DELHI-110070

### Schedules forming part of the Balance Sheet as at 31 March 2011

#### *Schedule-3*

*(Amount in ₹)*

Earmarked/Endowment Funds	Fund-Wise Break-up		Rajiv Gandhi Foundation	Total
	K K Birla Foundation	Sopan Smarak Nidhi		
a) Opening Balance of the Funds	3,10,000	2,47,739	24,769	5,82,508
b) Additions to the Funds:				
i) Income from Investments	4,750	12,400	0	17,150
<b>TOTAL (a+b)</b>	<b>3,14,750</b>	<b>2,60,139</b>	<b>24,769</b>	<b>5,99,658</b>
c) Utilisation/Expenditure towards objectives of funds	4,750	8,509	19,670	32,929
<b>Net balance at the year end (a+b-c)</b>	<b>3,10,000</b>	<b>2,51,630</b>	<b>5,099</b>	<b>5,66,729</b>

**NATIONAL BOOK TRUST, INDIA**  
NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II  
VASANT KUNJ, NEW DELHI-110070

**Schedules forming part of the Balance Sheet as at 31 March 2011**

*Schedule-4*

*(Amount in ₹)*

Current Liabilities and Provisions	Current Year		Previous Year	
<b>A. Current Liabilities:</b>				
1. Sundry Creditors				
a) For Expenses	3,12,48,063		82,27,023	
b) Others	35,35,548	3,47,83,611	35,35,548	1,17,62,571
2. Advances received against Sales		1,99,593		30,999
3. Other Current Liabilities:				
a) Unspent balance of Grants-in- Aid refundable to the Ministry				
i) Non-Plan	3,96,76,741		5,39,903	
ii) Plan	59,97,133		1,26,92,530	1,32,32,433
iii) Plan-NE	25,855			
b) Security Deposit (Refundable)	2,00,11,763	6,57,11,492		55,25,921
<b>TOTAL (A)</b>		<b>10,06,94,696</b>		<b>3,05,51,924</b>
<b>B. Provisions:</b>				
1. Gratuity	3,51,98,672		3,41,42,503	
2. Accumulated Leave Encashment	1,63,20,525		1,57,22,502	
3. Salary for March 2011 payable	87,72,637		86,30,800	
4. Pension for March 2011 payable	15,13,415		10,84,601	
<b>TOTAL (B)</b>		<b>6,18,05,249</b>		<b>5,95,80,406</b>
<b>TOTAL (A+B)</b>		<b>16,24,99,945</b>		<b>9,01,32,330</b>

## NATIONAL BOOK TRUST, INDIA

NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II, VASANT KUNJ, NEW DELHI-110070

### Schedules forming part of the Balance Sheet as at 31 March 2011

**Schedule-5**

(Amount in ₹)

FIXED ASSETS	Dep Rate	GROSS BLOCK					DEPRECIATION				NET BLOCK	
		Cost/ valuation as at beginning of the year	Additions		Deletions/ Adjustments during the Year	Cost/ valuation at the year end	As at the beginning of year	For the year	Deletions/ adjustments during the year	Total up to the end of year	As at the current year end	As at the previous year end
			Before 30.09.2010	After 01.10.2010								
1. Land and Building												
a) Freehold Land	0	2,44,02,177	0	0	0	2,44,02,177	0	0	0	0	2,44,02,177	2,44,02,177
b) Building	10	17,23,13,594				17,23,13,594	1,72,31,359	1,55,08,224		3,27,39,583	13,95,74,011	15,50,82,235
2. Vehicles	15	1,39,06,248	30,64,352	0		1,69,70,600	94,34,424	11,30,426	0	1,05,64,850	64,05,750	44,71,824
3. Furniture, Fixtures	10	2,83,15,642	12,29,114	15,76,233	0	3,11,20,989	1,05,39,451	19,79,342	0	1,25,18,793	1,86,02,196	1,77,76,191
4. Computer peripherals	60	1,10,63,119	3,59,399	18,19,611	0	1,32,42,129	99,78,166	14,12,495	0	1,13,90,661	18,51,468	10,84,953
5. Library Books												
i) Purchased	60	33,69,678	32,760	3,13,460	0	37,15,898	31,51,854	2,44,388	0	33,96,242	3,19,656	2,17,824
ii) Gifted	60	0	3,08,104	0		3,08,104		1,84,862		1,84,862	1,23,242	
6. Capital WIP	0	30,64,352		0	30,64,352	0	0	0	0	0	0	30,64,352
<b>Total of Current year</b>		<b>25,64,34,810</b>	<b>49,93,729</b>	<b>37,09,304</b>	<b>30,64,352</b>	<b>26,20,73,491</b>	<b>5,03,35,254</b>	<b>2,04,59,737</b>	<b>0</b>	<b>70,794,991</b>	<b>19,12,78,500</b>	<b>20,60,99,556</b>
<b>Previous year</b>		<b>8,20,83,650</b>	<b>17,59,41,797</b>	<b>36,33,100</b>	<b>52,23,737</b>	<b>25,64,34,810</b>	<b>3,38,46,043</b>	<b>2,16,06,603</b>	<b>51,17,392</b>	<b>5,03,35,254</b>	<b>20,60,99,556</b>	<b>4,82,37,607</b>



**NATIONAL BOOK TRUST, INDIA**  
 NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II  
 VASANT KUNJ, NEW DELHI-110070

**Schedules forming part of the Balance Sheet as at 31 March 2011**

*Schedule-6*

*(Amount in ₹)*

<b>Investments from Earmarked Funds</b>	<b>Current Year</b>		<b>Previous Year</b>	
a) Deposits with IDBI	2,00,000		2,00,000	
b) Deposits with UTI Bank	10,000		10,000	
c) Kisan Vikas Patra	2,50,000		2,50,000	
d) PNB Housing Finance	50,000		50,000	
<b>TOTAL</b>		<b>5,10,000</b>		<b>5,10,000</b>

**NATIONAL BOOK TRUST, INDIA**  
NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II  
VASANT KUNJ, NEW DELHI-110070

**Schedules forming part of Balance Sheet as at 31 March 2011**

*Schedule-7*

*(Amount in ₹)*

Current Assets, Loans, Advances	Current Year		Previous Year	
<b>A.</b>				
<b>1. Inventories:</b>				
Stock-in-Trade				
Finished Goods	13,10,49,106		13,47,76,959	
Raw Materials	4,37,35,836		2,26,60,555	
<b>2. Sundry Debtors:</b>				
(i) Debit Outstanding	4,70,79,123		3,11,14,188	
(ii) Security Deposits Recoverable	17,50,153		57,75,284	
<b>3. Cash balance in hand</b>	—		—	
<b>4. Bank balances</b>				
With scheduled banks				
In Savings A/c	8,18,31,087		34893730	
<b>TOTAL (A)</b>		<b>30,54,45,305</b>		<b>22,92,20,716</b>
<b>B.</b>				
<b>1. Loans:</b>				
Staff	68,80,468		54,91,226	
<b>2. Advances and other Amounts recoverable in Cash or in kind or for Value to be received:</b>				
a) On Capital Account	55,86,406		25,86,406	
b) Pre-Payments	24,000		24,000	
c) Others	7,34,60,402		2,72,55,379	
<b>3. Interest accrued:</b>				
a) On loans and advances	49,88,443		45,93,113	
b) On fixed deposits	—		18,171	
<b>TOTAL (B)</b>		<b>9,09,39,719</b>		<b>3,99,68,295</b>
<b>TOTAL (A+B)</b>		<b>39,63,85,024</b>		<b>26,91,89,011</b>

**NATIONAL BOOK TRUST, INDIA**  
NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II  
VASANT KUNJ, NEW DELHI-110070

**Schedules forming part of**  
**Income & Expenditure Account for the year ended 31 March 2011**

**Schedule-8**

(Amount in ₹)

Income from Sales/ Services	Current Year		Previous Year	
<b>1. Income from Sales</b>				
<b>Sale of Finished Goods</b>				
a) Cash Sales	2,97,37,942		31434505	
b) Credit Sales	26,79,90,262	29,77,28,204	72276895	10,37,11,400
Less: Sales Return		-20,58,260		-16,17,628
<b>TOTAL</b>		<b>29,56,69,944</b>		<b>10,20,93,772</b>

**Schedule-9**

(Amount in ₹)

Grants/Subsidies	Current Year		Previous Year	
<b>1. Central Government</b>				
a) Non-Plan		11,71,05,522	22,29,77,574	
b) Plan		9,10,81,826	8,39,79,236	
c) North-Eastern Region		1,08,74,145	—	
<b>TOTAL</b>		<b>21,90,61,493</b>		<b>30,69,56,810</b>

**Schedule-10**

(Amount in ₹)

Income from Royalty Publications etc.	Current Year		Previous Year	
1. Income from Royalty		6,750	0	
<b>TOTAL</b>		<b>6,750</b>		<b>0</b>

**NATIONAL BOOK TRUST, INDIA**  
NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II  
VASANT KUNJ, NEW DELHI-110070

**Schedules forming part of**  
**Income & Expenditure Account for the year ended 31 March 2011**

**Schedule-11**

(Amount in ₹)

Interest Earned	Current Year		Previous Year	
1. On Demand Deposits with Scheduled Banks			0	
2. On Savings Accounts with Scheduled Banks	3,84,458		9,06,176	
3. Accrued Interest:				
a) On Bank Deposits	—		18,171	
b) Loans to Staff	5,76,924		4,73,767	
<b>TOTAL</b>		<b>9,61,382</b>		<b>13,98,114</b>

**Schedule-12**

(Amount in ₹)

Income from World Book Fair	Current Year		Previous Year	
1. Rent of stall/stand	26,72,997		8,16,03,900	
2. Sale of Fair Directory	140		3,54,680	
3. Cost of Tender	—		23,500	
4. Others	—		1,079,222	
<b>TOTAL</b>		<b>26,73,137</b>		<b>8,30,61,302</b>

**Schedule-13**

(Amount in ₹)

Other Miscellaneous Income	Current Year		Previous Year	
1. Miscellaneous Income	88,25,435		57,06,467	
<b>TOTAL</b>		<b>88,25,435</b>		<b>57,06,467</b>

**Schedule-14**

(Amount in ₹)

Increase/Decrease in stock of finished Goods	Current Year		Previous Year	
a) Closing Stock—Finished Goods	13,10,49,106		13,47,76,959	
b) Opening Stock—Finished Goods	13,47,76,959		10,93,96,812	
<b>Decrease (b – a)</b>		<b>-37,27,853</b>		<b>2,53,80,147</b>

**NATIONAL BOOK TRUST, INDIA**  
NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II  
VASANT KUNJ, NEW DELHI-110070

**Schedules forming part of**  
**Income & Expenditure Account for the year ended 31 March 2011**

**Schedule-15**

(Amount in ₹)

Establishment Expenses	Current Year		Previous Year	
a) Pay & Allowances	8,35,69,959		8,17,96,740	
b) Newspaper reimbursement	24,109		18,398	
c) Medical Reimbursement	32,18,055		41,71,631	
d) Pension	1,45,78,315		1,18,07,489	
e) Overtime Allowances	1,54,665		1,50,863	
f) Allowances and Bonus			6,97,518	
g) Contractual Labour	89,96,028		88,91,282	
h) Contribution to CGHS	41,98,077		4,06,482	
i) Trust contribution fund to Pension Fund	7,36,458		5,89,469	
j) Leave Salary & Pension Contribution Paid	33,269		2,82,448	
k) Leave Salary & Pension Contribution Received	-269,161		-4,02,683	
l) Expenses on employees, retirement and terminal benefits				
i) Accrued Gratuity	45,77,506		98,02,425	
ii) Accumulated Leave Encashment	28,53,004		22,58,852	
m) Commutation of Pension	33,72,154		61,38,683	
n) CPC Arrear			1,82,26,443	
o) CPC Arrear			22,73,537	
p) Staff Welfare Expenses	85,803		2,11,605	
q) Provision for Salary—March, 2011	87,72,637		86,30,800	
r) Provision for Pension—March, 2011	15,13,415		10,84,601	
s) Travelling & Conveyance	25,31,434		11,40,403	
t) Liabilities for the year 2010			2,93,455	
u) Outstanding liabilities cleared	-401227		-1,00,388	
<b>TOTAL</b>		<b>13,85,44,500</b>		<b>15,83,70,053</b>

**NATIONAL BOOK TRUST, INDIA**  
NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II  
VASANT KUNJ, NEW DELHI-110070

**Schedules forming part of**  
**Income & Expenditure Account for the year ended 31 March 2011**

**Schedule-16**

(Amount in ₹)

Other Administrative Expenses	Current Year		Previous Year	
a) Rent, Insurance and Maintenance of Building	125,58,648		91,97,598	
b) Electricity & Water	51,78,060		43,91,730	
c) Recovery of Water & Electricity	-2,016		-2,016	
d) Postage, Telephone and Communication Charges	17,90,332		13,01,333	
e) Recovery of Telephone Charges	—		—	
f) Auditors Remuneration	43,282		1,32,664	
g) Vehicles running and maintenance	11,90,641		23,70,531	
h) Liveries	1,72,449		1,36,814	
i) Printing and Stationery Expenses	21,23,841		24,51,690	
j) Newspapers & Periodicals—NBT	2,03,472		1,27,473	
k) Newspapers & Periodicals—NCCL	15,715		8,319	
l) Legal and Recruitment Charges	17,51,161		9,65,492	
m) Bank Charges	70,773		34,656	
n) Repairs & Maintenance of Furniture & Equipments	9,82,491		13,66,363	
o) Expenditure on FC, EC & BOT	2,82,143		4,33,297	
<b>TOTAL</b>		<b>2,63,60,992</b>		<b>2,29,15,944</b>

**NATIONAL BOOK TRUST, INDIA**  
NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II  
VASANT KUNJ, NEW DELHI-110070

**Schedules forming part of**  
**Income & Expenditure Account for the year ended 31 March 2011**

*Schedule-17*

*(Amount in ₹)*

Expenditure on Publishing Activities	Current Year		Previous Year	
a) Cost of Paper consumed				
- Opening Balance	2,26,60,555		2,36,34,843	
- Add: Purchases	12,43,57,521		4,71,18,727	
	<b>14,70,18,076</b>		<b>7,07,53,570</b>	
- Less: Closing Stock	4,37,35,836	10,32,82,240	2,26,60,555	4,80,93,015
b) Printing Charges & Others		4,14,28,645		2,94,74,305
c) Editorial Expenses		29,20,678		29,83,149
d) Advertisement & Publicity		8,30,079		9,73,685
e) Royalty		44,62,419		43,79,657
f) Chemical Testing		1,63,301		1,27,232
g) Packing & Forwarding		22,95,219		40,25,560
h) PPC Meeting		12,181		5,240
i) Provisions for Printers' Bill 2010-11		1,55,57,894		36,71,351
j) Creditors for the year 2010-11		1,22,14,841		6,38,736
k) Royalty Payable 2010-11		94,232		3,57,543
l) Provisions for previous year bill		-36,71,351		-93,348
m) Provisions for Printers' Bills— previous year		-6,38,736		-61,11,916
n) Creditors for previous year				-53,79,625
<b>TOTAL</b>		<b>17,89,51,642</b>		<b>8,31,44,584</b>

**NATIONAL BOOK TRUST, INDIA**  
NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II  
VASANT KUNJ, NEW DELHI-110070

**Schedules forming part of**  
**Income & Expenditure Account for the year ended 31 March 2011**

*Schedule-18*

*(Amount in ₹)*

Promotional Expenses	Current Year		Previous Year	
<b>1. Plan Schemes:</b>				
a) Regional Offices	34,05,999		20,78,177	
b) Development Project— North Eastern Region	1,13,88,941		97,17,603	
c) Normal Promotional Activities	5,69,09,942		3,15,98,422	
d) Sales Promotion Measures	1,12,34,070		1,37,10,352	
e) National Centre for Children's Literature	24,63,931		30,33,735	
f) Book Export Promotion Activities	1,69,59,502		54,29,859	
g) Nehru Bhawan	18,09,000		4,73,890	
h) Subsidy	81,252		6,36,093	
i) Punjabi Language Project	24,16,246		59,974	
j) Organising of short-term training courses on Publishing	15,29,361		—	
k) Financial Assistance to Voluntary Organisation	1,20,11,501		1,15,83,522	
l) Golden Jubilee Celebration	—		7,18,176	
m) Youth Readership Survey	6,85,450		77,50,000	
<b>TOTAL</b>		<b>12,08,95,195</b>		<b>8,67,89,803</b>



**NATIONAL BOOK TRUST, INDIA**  
NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II  
VASANT KUNJ, NEW DELHI-110070

**Schedules forming part of**  
**Income & Expenditure Account for the year ended 31 March 2011**

*Schedule-19*

*(Amount in ₹)*

Expenditure for World Book Fair	Current Year		Previous Year	
1. License Fee —ITPO	27,52,565		12,92,54,804	
2. Construction of Stall	—		1,03,79,239	
3. Electrification & Installation of PA System	—		1,70,860	
4. Packing & Forwarding	—		29,760	
5. Contractual staff & Guides	3,06,318		5,95,119	
6. Hiring of Vehicles/Conveyance	—		10,49,809	
7. Incentive	5,000		25,000	
8. Refreshment	45,883		6,97,259	
9. Publicity	2,36,125		11,78,931	
10. Firefighting			1,85,022	
11. Telephone	27,817		2,23,489	
12. Postage	1,85,420		61,036	
13. Purchase of kits	6,550		3,23,775	
14. Inaugural function	—		80,104	
15. Floral Decoration	—		53,036	
16. Architect fee	—		1,32,396	
17. Hiring of furniture	—		3,50,197	
18. Security & Sanitation	—		—	
19. Inaugural function	—		—	
20. Cultural Exchange Programme	—		—	
21. Misc. Expenses	—		1,09,304	
<b>TOTAL</b>		<b>35,65,678</b>		<b>14,48,99,140</b>

**NATIONAL BOOK TRUST, INDIA**  
NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II  
VASANT KUNJ, NEW DELHI-110070

**Schedules forming part of the Accounts for the period ended 31 March 2011**

***Schedule-20*—SIGNIFICANT ACCOUNTING POLICIES**

**1. ACCOUNTING CONVENTION**

The financial statements are prepared on the basis of historical cost convention, unless otherwise stated and on the accrual method of accounting.

**2. INVENTORY VALUATION**

Raw materials and finished good are valued at lower of cost and net realizable value.

**3. INVESTMENTS**

3.1 Investments classified as “long term investments” are carried at cost.

3.2 Investments classified as “Current” are carried at lower of cost and fair value. Provision for shortfall in the value of such investments is made for each investment considered individually and not on a global basis.

3.3 Cost includes acquisition expenses like brokerage, transfer stamps.

**4. FIXED ASSETS**

Fixed Assets are stated at cost of acquisition inclusive of inward freight, duties and taxes and incidental and direct expenses related to acquisition.

**5. DEPERCIATION**

5.1 Depreciation is provided on Written Down Value Method as per rates specified in the Income Tax Act 1961 and as per Income Tax Rules 1962 as amended from time to time.

5.2 In respect of additions to/deductions from Fixed Assets during the year, Depreciation is considered on pro-rata basis.

5.3 Assets costing Rs.5000.00 or less each are fully provided.

**6. ACCOUNTING FOR SALES**

Sales are net of Sales Returns, rebate and trade discount.

**7. GOVERNMENT GRANTS / SUBSIDIES**

7.1 Government grants of the nature of contribution towards capital cost of setting up projects are treated as Capital Reserve.

7.2 Government grants are accounted on realization basis.

**8. FOREIGN CURRENCY TRANSACTIONS**

Transactions denominated in foreign Currency are accounted at the exchange rate prevailing at the date of the transaction.

**9. LEASE**

Lease rentals are expensed with reference to Lease terms.

**10. RETIREMENT BENEFITS**

10.1 Liability towards gratuity payable on death/retirement of employees is accrued based on actuarial valuation.

10.2 Provision for accumulated Leave Encashment benefit to the employees is accrued and computed on the assumption that employees are entitled to receive the benefits as at each year-end.

**11. REVENUE RECOGNITION**

Revenue is recognized only when the books have been dispatched from NBT Godown and the purchaser has become legally liable to pay.

**12. ACCOUNTING FOR ANNUAL MAINTENANCE CONTRACTS**

Annual Maintenance Contracts are accounted for at the time of making actual payment.

**13. GENERAL PROVIDENT FUND ACCOUNT**

General Provident Fund account is not merged in the main account. However, a set of the account is annexed for reference.

**14. ACCOUNTING FOR ROYALTY PAYMENTS**

The Trust publishes books in various languages and under various series. As per the approved policy of Royalty, the Trust pays 50% of the total Royalty due to the Author immediately on publication of a title. This payment is treated as an Advance Royalty and is adjusted against the Royalty accruing annually to the Author in the subsequent years. After this advance is fully adjusted against Sales Royalty, the balance 50% Royalty is released based on the annual quantum of sale of the title.

**NATIONAL BOOK TRUST, INDIA**  
NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II  
VASANT KUNJ, NEW DELHI-110070

**Schedules forming part of the Accounts for the period ended 31 March 2011**

***Schedule-21—NOTES***

**1. CURRENT ASSETS, LOANS AND ADVANCES**

In the opinion of the Management, the Current Assets, Loans and Advances have a value of realization in the ordinary course of business, equal at least to the aggregate amount shown in the Balance Sheet.

**2. TAXATION**

In view of there being no taxable income under Income Tax Act, 1961, no provision for Income Tax has been considered necessary.

**3. ESTABLISHMENT EXPENSES**

The Establishment Expenses as per Receipts & Payments Account are ₹ 1398.39 lakh as compared to previous year amount of ₹ 1459.07 lakh i.e. a decrease of 4.16% because during the year 2009-10, the Trust paid 60% arrears on implementation of recommendations of the Sixth Central Pay Commission. However, the amount in Income and Expenditure A/c has worked out to ₹ 1385.45 lakh as against ₹ 1583.70 lakh of previous year and has marked a decrease of 12.52% due to the reason recorded above.

**4. PUBLISHING EXPENSES**

The Publishing expenditure for the current financial year is ₹ 1789.52 lakh as against ₹ 831.45 lakh of previous year which marks an increase of 115.23% because during the year 2010-11, the Trust received a number of bulk Sales Orders and the required titles had to be published to execute these time-bound orders. Moreover, publishing expenditure is directly linked with Sale of Trust's publications and the income from Sale during the Current Financial Year is ₹ 2956.70 lakh as against ₹ 1020.94 lakh of previous year which also has an increase of 189.61%.

**5. PHYSICAL VERIFICATION OF FIXED ASSETS**

Physical verification of Fixed Assets has been conducted during the year and no discrepancies were noticed.

6. Corresponding figures for the previous year have been re-grouped, re-arranged wherever necessary.

7. Schedule 1 to 21 are annexed to and form an integral part of the Balance Sheet as at 31 March 2011 and the Income and Expenditure Account for the year ended on that date.

## NATIONAL BOOK TRUST, INDIA

NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II, VASANT KUNJ, NEW DELHI-110070

### Details of Grants Received during the year 2010-11 and unspent balance as on 31 March 2011

(Amount in ₹)

Head	Opening Balance	Grants Received during the year	Total Grants	Received from own sources	Total Receipts	Capital Expenditure	Revenue Expenditure	Total Expenditure	Unspent Balance as on 31.3.2011
1	2	3	4	5	6	7	8	9	10
Non-Plan	5,39,903	16,01,60,000	16,06,99,903	28,52,38,525	44,59,38,428	39,17,640	40,23,44,047	40,62,61,687	3,96,76,741
Plan	1,26,92,530	8,61,07,470	9,88,00,000	78,90,200	10,66,90,200	17,21,041	9,89,72,026	10,06,93,067	59,97,133
Plan-NE	—	1,09,00,000	1,09,00,000	5,14,796	1,14,14,796	—	1,13,88,941	1,13,88,941	25,855
<b>TOTAL</b>	<b>1,32,32,433</b>	<b>25,71,67,470</b>	<b>27,03,99,903</b>	<b>29,36,43,521</b>	<b>56,40,43,424</b>	<b>56,38,681</b>	<b>51,27,05,014</b>	<b>51,83,43,695</b>	<b>4,56,99,729</b>

### RECEIPTS

NON-PLAN		PLAN	
Sale of Books	27,99,76,218	Normal Promotional Activities	72,90,760
Maintenance	4,27,189	Development Project—North Eastern Region	5,14,796
Interest on Bank Deposits	4,02,629	Book Publishing Courses	4,11,500
Interest on Loan Received	1,81,594	Sales Promotion Measures	1,87,940
Recoveries of Loans	15,77,758		
World Book Fair	26,73,137		
<b>TOTAL</b>	<b>28,52,38,525</b>	<b>TOTAL</b>	<b>84,04,996</b>

## NATIONAL BOOK TRUST, INDIA

NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II, VASANT KUNJ, NEW DELHI-110070

### GENERAL PROVIDENT FUND

#### Receipts & Payments Account for the year ended 31 March 2011

RECEIPTS				PAYMENTS			
S.No.	Particulars	Schedule	Amount (₹)	S.No.	Particulars	Schedule	Amount (₹)
1.	Opening Balance		74,76,226.18	1.	Advances to Staff		24,78,836.00
2.	Subscriptions	A	1,53,58,885.00	2.	Withdrawals/Final Payments		1,72,18,014.00
3.	Refund of Advances	B	19,57,416.00	3.	Investments	E	2,45,78,383.00
4.	Redemption of Investments	C	1,62,50,000.00	4.	Bank Charges		750.00
5.	Interest	D	39,78,993.00	5.	Closing Balance		7,45,537.18
		<b>TOTAL</b>	<b>4,50,21,520.18</b>			<b>TOTAL</b>	<b>4,50,21,520.18</b>

(Shyam Lal Kori)  
Accounts Officer

(Dinesh Sharma)  
Assistant Director

(Farida M. Naik)  
Jt. Director (A&F)

(Satish Kumar)  
Director

Date: 23 June, 2011

Place: New Delhi

## NATIONAL BOOK TRUST, INDIA

NEHRU BHAWAN, 5 INSTITUTIONAL AREA, PHASE-II, VASANT KUNJ, NEW DELHI-110070

### GENERAL PROVIDENT FUND

#### Balance Sheet as at 31 March 2011

LIABILITIES	Amount (₹)		ASSETS	Amount (₹)	
Liabilities including subscription & interest as on 1.4.2010		6,41,41,746.00	Investment as on 1.4.2010 (Schedule 'F')	5,23,86,021.00	
			Add: Investment made during year	2,45,78,383.00	
			Less: Encashment	1,62,50,000.00	6,07,14,404.00
Add: Subscription during the year	1,53,58,885.00		Advance recoverable as on 1.4.2010	23,38,817.00	
Add: Interest credited during the year	48,84,868.00		Add: Advances granted during the year	24,78,836.00	
Less: Withdrawals	1,72,18,014.00	30,25,739.00	Less: Amount recovered during the year	19,57,416.00	28,60,237.00
Add: Excess of Income over Expenditure		24,31,384.18	Accrued Interest		52,78,691.00
			Cash at Bank		7,45,537.18
	<b>TOTAL</b>	<b>6,95,98,869.18</b>		<b>TOTAL</b>	<b>6,95,98,869.18</b>

(Shyam Lal Kori)  
Accounts Officer

(Dinesh Sharma)  
Assistant Director

(Farida M. Naik)  
Jt. Director (A&F)

(Satish Kumar)  
Director

Date: 23 June, 2011  
Place: New Delhi

## NATIONAL BOOK TRUST, INDIA

‘NEHRU BHAWAN’

5 INSTITUTIONAL AREA, PHASE-II, VASANT KUNJ, NEW DELHI-110070

**FINAL AUDIT REPORT OF THE COMPTROLLER AND AUDITOR GENERAL OF  
INDIA ON THE ACCOUNTS OF NATIONAL BOOK TRUST  
FOR THE YEAR ENDED 31 MARCH 2011  
AND REPLIES OF THE TRUST THEREON**

S.No.	Audit Observations	Trust's Replies
1.	<p><b>Introduction:</b></p> <p>We have audited the attached Balance Sheet of National Book Trust (NBT) as at 31 March 2011 and the Income &amp; Expenditure Account/ Receipts &amp; Payments Account for the year ended on that date under Section 20(1) of the Comptroller and Auditor General's (Duties, Powers &amp; Conditions of Service) Act, 1971. The audit has been entrusted for the period upto 2012-13. These financial statements include the accounts of three regional centres of the NBT. These financial statements are the responsibility of the Trust's management. Our responsibility is to express an opinion on these financial statements based on our audit.</p>	Statement of facts, needs no comments.
2.	<p>This Separate Audit Report contains the comments of the Comptroller and Auditor General of India (CAG) on the accounting treatment only with regard to classification, conformity with the best accounting practices, accounting standards and disclosure norms, etc. Audit observations on financial transactions with regard to compliance with the Law, Rules &amp; Regulations (Propriety and Regularity) and efficiency-cum-performance aspects, etc., if any are reported through Inspection Reports/CAG's Audit Reports separately.</p>	Statement of facts, needs no comments.
3.	<p>We have conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance</p>	Statement of facts, needs no comments.



	<p>about whether the financial statements are free from material misstatements. An audit includes examining on a test basis, evidences supporting the amounts and disclosure in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.</p>	
<p><b>4.</b></p> <p><b>i.</b> We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.</p> <p><b>ii.</b> The Balance Sheet and Income &amp; Expenditure Account/Receipts &amp; Payments Account dealt with by this report have been drawn up in the format approved by the Government of India, Ministry of Finance.</p> <p><b>iii.</b> In our opinion, proper books of accounts and other relevant records have been maintained by the National Book Trust in so far as it appears from our examination of such books.</p> <p><b>iv.</b> We further report that:</p>	<p>Based on our audit, we report that:</p>	<p>Statement of facts, needs no comments.</p>
<p><b>A.</b></p> <p><b>Balance Sheet</b></p> <p><b>Liabilities</b></p> <p>No provision had been made for pension liability on actuarial valuation basis. The Trust has also not disclosed about its pension payment policy.</p>		<p>Provision for Pension amounting to Rs.1513415/- for the month of March 2011 payable in April 2011 was made under Item B 4 of Schedule-4 of Balance Sheet. However, with regard to payment of Pension, the Trust follows the rules laid down under CCS (Pension) Rules. As suggested by Audit, care will be taken to disclose this fact under Significant Accounting Policies from the year 2011-12.</p>
<p><b>B.</b></p> <p><b>General</b></p> <p>The Trust had not prepared the Income &amp; Expenditure account of GPF.</p>		<p>As suggested by Audit, Income and Expenditure Account of GPF will be prepared from the financial year 2011-12.</p>

<p><b>C.</b></p>	<p><b>Grants-in-Aid</b>  During the year 2010-11, National Book Trust received grants-in-aid of Rs.2571.67 lakh (Plan: Rs.970.07 lakh including Rs.125.07 lakh received in March 2011 and Non-Plan: Rs.1601.60 lakh including Rs.671.10 lakh received in March 2011) from the Ministry of Human Resource Development, Department of Higher Education. It also generated its own income of Rs.2936.44 lakh (Plan: Rs.84.05 lakh and Non-Plan: Rs.2852.39 lakh). The Trust had the unspent balance of Rs.132.32 lakh (Plan Rs.126.92 lakh and Non-Plan Rs.5.40 lakh) of the previous years also. It utilized Rs.5183.44 lakh (Plan: Rs.1120.82 lakh and Non-Plan: Rs.4062.62 lakh) leaving an unspent balance Rs.456.99 lakh (Plan Rs.60.22 lakh and Non-Plan Rs.396.77 lakh).</p>	<p>Statement of facts—All the figures mentioned are confirmed.</p>
<p><b>D.</b></p>	<p><b>Management Letter</b>  Deficiencies which have not been included in the Audit Report have been brought to the notice of the Chairman, NBT, through a management letter issued separately for remedial action.</p>	<p>Statement of facts, needs no comments.</p>
<p><b>v.</b></p>	<p>Subject to our observations in the preceding paragraphs, we report that the Balance Sheet and Income and Expenditure Account / Receipts and Payments Account dealt with by this report are in agreement with the books of accounts.</p>	<p>Statement of facts, needs no comments.</p>
<p><b>vi.</b></p>	<p>In our opinion and to the best of our information and according to the explanation given to us, the said financial statements, read together with the Accounting Policies and Notes on Accounts, and subject to the significant matters stated above and other matters mentioned in Annexure to this Audit Report, give a true and fair view in conformity with accounting principles generally accepted in India:</p> <p>a) In so far as they relate to the Balance Sheet of the state of affairs of the National Book Trust as at 31 March 2011; and</p>	<p>Statement of facts, needs no comments.</p>

	b) In so far as they relate to the Income and Expenditure Account of the surplus for the year ended on that date.	
--	---	--

Place: New Delhi  
Date: 25/10/2011

For and on behalf of the C&AG of India  
Director General of Audit  
Central Expenditure

**NATIONAL BOOK TRUST, INDIA**  
 'NEHRU BHAWAN'  
 5 INSTITUTIONAL AREA, PHASE-II, VASANT KUNJ, NEW DELHI-110070

**ANNEXURE-1 TO SEPARATE AUDIT REPORT OF NBT**

S.No.	Audit Observations	Trust's Replies
1.	<p><b>Adequacy of internal audit system</b></p> <p>The internal audit of NBT (Hqrs.) was neither being conducted by the Principal Account Office of the Ministry of Human Resource Development nor the NBT has set up any internal audit system.</p>	<p>The Trust has several times taken up the matter for conduct of Internal Audit by the Pr. A.O. of the Ministry of Human Resource Development but the same could not be undertaken by the Ministry till date. In this connection, copies of the correspondence to and from the Ministry are enclosed for kind reference. A copy of the last letter dated 29/12/2010 from the Trust on the subject too is enclosed for kind reference.</p> <p>With the existing manpower, it is not possible to handle the additional responsibility of conducting Internal Audit of NBT (Hqrs).</p> <p>However, as an alternative the Trust is soon going to approach the Indian Council of Auditors &amp; Accountants for conducting Internal Audit.</p>
2.	<p><b>Adequacy of internal control system Monitoring</b></p> <p>There are 2 disciplinary cases pending as on 31<sup>st</sup> March 2011.</p> <p>The Management's response to external audit objections was not effective as 13 paras were outstanding since 1999-2000.</p>	<p>Investigation and hearings in the two cases are in progress. From a total of 21 old paras at the stage of previous report, the number stands reduced to only 13 as on date. Efforts will be made to settle these remaining paras too.</p>
3.	<p><b>System of Physical Verification of fixed Assets</b></p> <p>Physical verification of fixed assets had been conducted up to 2010-11</p>	<p>Statement of facts, needs no comments.</p>

<p><b>4.</b></p>	<p><b>System of Physical Verification of Inventory</b>  The physical verification of English and Hindi language Books &amp; Publications for the year 2010-11 had been conducted. In respect of other language publication physical verification has not been conducted.</p>	<p>Due to heavy rush of orders of Books, it was not possible to do Physical Verification of all the Publications. Only for two languages, Hindi and English Publication P.V. have been done in the Year of 2010-11. For the remaining languages Publications it will be done in this current Financial-Year.</p>
<p><b>5.</b></p>	<p><b>Regularity in payment of statutory dues</b>  As per accounts, no payment over six months in respect of statutory dues was outstanding as on 31 March 2011.</p>	<p>Statement of facts, needs no comments.</p>