

**SCHEME OF ASSISTANCE TO VOLUNTARY/PRIVATE  
ORGANISATIONS FOR ORGANISING SEMINARS/TRAINING  
COURSES/ WORKSHOPS/ ANNUAL CONVENTIONS, ETC.,  
CONNECTED WITH BOOK PROMOTIONAL ACTIVITIES**

**A. Introduction**

A number of organizations have applied for financial assistance for organizing Seminars/Training Courses/ Workshops/Annual Conventions related to the Book Promotional Activities. These organizations belong to writers, publishers, and booksellers. On the number of occasions grants were released on ad-hoc basis by the Ministry of HRD to meet 75% of approved expenditure of such Seminars, etc. In future such requests from the organizations engaged in the development of Book Industry will be dealt with in accordance with the following rules and regulations.

**B. Scope**

Under this scheme, financial assistance may be given to the organizations for any one or more of the following purposes:

- (a) To organise seminars of Indian Authors/Publishers/Booksellers on subjects which have direct bearing on book promotion in India.
- (b) To organize training courses on a subject directly related to book promotion.
- (c) To organize Annual Conventions/Conferences of Writers/Publishers/Printers/Booksellers.
- (d) To conduct research/survey connected with book industry.
- (e) Any other activity which may be found conducive to the development of book industry, etc.

**C. Eligibility**

Voluntary organizations of writers, publishers and booksellers and others engaged in the book promotional activities which are registered under the Societies Registration Act 1860 (Act of 21 of 1860).

**D. Conditions for Grant/Assistance**

1. The organization should be a registered society under the Registration of societies Act, 1860 (Act XXI of 1960). It should have been in existence at least for three years.
2. Before the amount is paid, a bond has to be executed by the organization in respect of the grant. The organization receiving grant shall have to give a undertaking that no grant-in-aid has been received from any other authority of the Central/State Government and that a grant or aid for the same purpose has not been applied for by the organization any of those authorities.
3. The organization shall have to give an undertaking that the grant shall be utilized for the purpose it is sanctioned. Failure to do so will render the organization liable to refund to the Trust grant in full with penal interest thereon as the Trust may decide.
4. An amount equivalent to at least 25% of the actual expenditure shall be contributed by the organization from its own sources, falling which proportionate amount will be refunded to the Trust.
5. The grant for organising the Seminars/Workshops/Training Courses/Conventions is subject to the ceiling of expenditure on each item approved by the NBT.
6. Any organisation in receipt of the financial assistance shall be open to inspection by an officer of the National Book Trust, India or an Officer of Indian Audit and Accounts Department.
7. Separate accounts for the grant will be maintained and any information sought by this Trust will be furnished within stipulated time.

8. A utilization certificate, certifying that the amount has been utilized for the purpose duly supported by a statement of audited accounts from a Chartered Accountant, should be furnished within one year of the sanction of grant.
9. A typed/printed copy of report of the Seminar with evaluation report specifying the usefulness of the event to the organization, participants and book industry, shall be sent to the Trust within one month of the date of holding the seminar etc.
10. Grants under this scheme will not be given for meeting previous liabilities or debts.
11. The Trust reserves the right to reject any application for grant without assigning any reason at any stage.
12. The organisation must be open to all citizens of India without distinction of castes, creed or religion.
13. No foreigner from outside India will be invited by the organization without the prior approval of the Trust.

**E. Extent of Assistance**

All requests of financial assistance will be considered on merit and grants will be sanctioned for approved items of expenditure only. The grants sanctioned will not exceed 75% of the total approved expenditure.

**F. Procedures for submission of application**

- (a) All applications with full details should be submitted to:

The Director  
National Book Trust, India  
Nehru Bhawan 5, institutional Area  
Vasant Kunj, Phase-II  
New Delhi-110070

- (b) Each application should inter-alia contain the following information:
- (i) A brief description of the objective and activities of the organisation.
  - (ii) Whether the organization is registered one or affiliated to any other organization. In case the organization is affiliated, the application need to be routed through the affiliating body.
  - (iii) The constitution of the Board of Management
  - (iv) The latest annual report.
  - (v) A copy of the audited accounts of the organization for the previous financial year together with a copy of the last Balance Sheet.
  - (vi) A statement of grants received so far from the State Government/Central Government or other bodies indicating in each case:
    - (a) The purpose for which the grant was obtained.
    - (b) How it was utilized.
    - (c) Progress made for which assistance was given and
    - (d) Whether all conditions to previous assistance were duly observed.
  - (vii) An undertaking that once the estimates of expenditure are approved as reasonable and the grant assessed on the basis of these estimates, they shall not be modified by the organisation without prior approval of the Trust.
  - (viii) Full justification with details will be necessary for the estimates of expenditure.

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**APPLICATION FORM**

**IMPORTANT**

1. Application received in an incomplete form will not be entertained
2. Application form may be filled in neatly

**PART- I**

(To be filled by the applicant)

1. Name of the organisation with complete postal address giving names of Block, Taluk, District, State, etc., (in Block Letters)  
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2. Brief history of the organisation, its objects and activities  
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3. Whether registered under Indian Societies Registration Act,1860 (Act XXI of 1860), public trust non-profit making company? Give number  
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4. Whether the office of the organisation is located in its own or rented building?  
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5. The programme for which the grant is applied for. The Topic of Event need to be clarified clearly.  
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6. The duration of the programme  
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7. Whether any part of the expenditure on the project is being or is likely to be provided by some other official, non-official or foreign source? If so, indicate the extent and name of the agency.  
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8. Total estimated expenditure on the project Rs. ....  
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9. Amount of grant requested...Rs.....  
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10. Whether the organisation is in a position to meet its share of the expenditure? If so, indicate the probable source.  
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- 11. List of papers/Statements to be attached:
  - 1. Constitution/Memorandum of the organisation
  - 2. Registration Certificate
  - 3. Constitution of the Board of Management with particulars of each member
  - 4. Latest Audited Report
  - 5. Audited Accounts for the last three years along with a copy of the certified Balance Sheet for the previous year
  - 6. Details of the project which should include a statement giving item-wise and year-wise details of estimated expenditures on the project

12. List of additional papers, if any.  
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PLACE.....

DATE.....

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Signature of authorized person  
Designation & Stamp

## **Check List for Filling up of Bond, Resolution and PSR**

### **BOND**

1. Columns of sureties (Signature, Name and address)
2. Column of Witness (Signature, Name and address)
3. Date of execution of the Bond
4. Signature of the Registrar/Competent Authority for and on behalf of the University/Institution/Organisation

### **RESOLUTION**

1. Name of the University/Institution/Organisation
2. Name of the event for which grant-in-aid sought
3. Signature of the Registrar/ and other Competent Authority or other wise
4. PSR to be signed by the Registrar/ and other Competent office bearer, affixing revenue stamp and Office seal