

Right to Information Act

A Manual



National Book Trust, India

An Autonomous Organisation Under the Government of India, Ministry of Human Resource
Development, Department of Higher Education

“Nehru Bhawan” 5, Institutional Area, Phase -II,
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(i) Particulars of functions and duties of NBT

National Book Trust, India (NBT) is an apex body established in the year 1957 by the Government of India, Ministry of Education, now Ministry of Human Resource Development, Department of Higher Education to promote books and reading habit among the people in the country.

The objects for which NBT was established may please be referred to under objects clause of the Memorandum of Association and Rules at **Annexure-III**.

(ii) Powers and duties of NBT's officers and employees

Please refer Rule 15 to 17 under the Memorandum of Association and Rules at **Annexure-III**. The

delegated powers of Director and Chairman as laid down in Schedule III to IV of Regulations (Bye-Laws) of the NBT may be referred to at **Annexure-III**.

Administrative / financial powers delegated to the officers at Annexure-III.

Functions and Powers of the Chairman

Please refer Rule 48 to 51 under the Memorandum of Association and Rules at Annexure-III.

Functions and Powers of the Director

Please refer Rule 52 and 53 under the Memorandum of Association and Rules at **Annexure-III**.

(iii) Procedure followed in the decision making process including channels of supervision and accountability :

The decision making process is governed as per the Rules and Regulations as specified in the:

- a) Memorandum of Association and Rules & Regulations (Bye Laws) of the NBT.
- b) Issues regarding policy decisions are referred to the Executive Committee/ Board of Trustees whose decisions are further put up before the administrative Ministry for its final approval and sanction wherever required. The composition of the Executive Committee and functions and powers of the Executive Committee can be seen under Rule 26 to 47 of the Memorandum of Association and Rules.

The channels of supervision and accountability are as per the Organogram Chart at Annexure-II.

(iv) Norms set by the NBT for discharge of its functions :

In this regard, the NBT follows the rules and procedures as laid down in its Memorandum of Association and Rules & Regulations (Bye Laws) and guidelines, rules and orders of the Government of India as issued/amended from time to time.

(v) The rules, regulations, instructions, manuals and records, held by the NBT under its control or used by its employees for discharging its functions :

Apart from Memorandum of Association and Rules & Regulations (Bye-Laws) NBT follows the Govt. of India rules and procedures laid down under FR/SR, GFR, Office Procedure, CCS (CCA) Rules, CCS (Conduct) Rules and all other financial and service rules in discharge of its functions.

The records held by the NBT under its control are Minutes of the proceedings of the Executive Committee and Board of Trustees,
Minutes of record of Language and other Advisory Panels,

Annual Reports for preceeding years, Audited Accounts, Advance Registers,
Inventory Registers, Paper Stock Register, Dead Stock Register, Recruitment Rules,
Establishment Register, Vacancy Roster etc.

(vi) Statement of the categories of documents that are held by the NBT under its control :

The documents held by the NBT fall under the broad categories like Governance Publishing; Sales & Marketing; Accounts & finance; Establishment; Administration etc.

(vii) Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof:

Consultation with members of the public on formulation of policy is usually not desirable as far as the NBT is concerned. However regular consultations with expert bodies, experts in the field of publishing, book promotion and children's literature/activities etc are held regularly.

(viii) Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons, constituted as part of the NBT or for the purpose of advice and as to whether meetings of those boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public :

There are three primary Boards/Committees of NBT namely, Board of Trustees, Executive Committee and Finance Committee apart from Language Advisory Panels. The meetings of these bodies are usually not open to public and the minutes of their proceedings are also not available publicly. However, lists of members of Executive

Committee and Board of Trustees as also the Finance Committee as on date are furnished in Annexure-V.

(ix) Directory of NBT's officers and employees :

The Directory of officers of NBT may be referred to at Annexure-VI.

(x) Monthly remuneration received by each officer and employee:

Monthly remuneration paid to each officer and employee of NBT as on date may be seen at Annexure-VII.

(xi) The budget allocation to each activity indicating the particulars of all plans and proposed expenditure :

Budget allocation under promotional activities and details of proposed expenditure are available at Annexure-IX.

(xii) The manner of execution of subsidy programmes:

The Subsidy Scheme for the Subsidized Publication of Books provides assistance to the authors and publishers for producing books of an acceptable standard at reasonable prices for students and teachers of Indian universities and technical institutes. The books may be in English, Hindi or in any other language listed in the 8th Schedule of the Constitution of India, and may serve as textbooks, discipline-oriented supplementary reading material and reference books. The NBT has so far subsidized 923 books under the Subsidy scheme.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by the NBT :

Granting of such benefits is not covered under the mandate of NBT.

(xiv) Details in respect of the information, available to or held by the NBT, reduced in an electronic form :

The website of NBT, India (<http://www.nbtindia.gov.in>) is available for comprehensive information about the organization.

(xv) The particulars of facilities available to citizens for obtaining information including the working hours of NCCL library of the NBT maintained for public use :

Website of NBT, India is fully functional and comprehensive with regard to all relevant information (<http://www.nbtindia.gov.in>). The NBT library is also linked to Del net. The working hours of the Library under National Centre for Children's Literature (NCCL) are from 10.00 a.m. to 5.00 p.m. on all working days.

- (xvi) **The names, designations of Chairman, Director, Appellate Authority and Central Public Information Officer under RTI Act, 2005:**

S.No.	Name & Designation	Telephone No.
1.	Prof. Govind Prasad Sharma, Chairman (Honorary)	26121880
2.	Shri Yuvraj Malik, Director	26707737
3.	Shri Rakesh Kumar, Deputy Director (GIA) & Appellate Authority under RTI Act, 2005	26707786
4.	Shri Ashish Chowdhury, Assistant Director & Central Public Information Officer under RTI Act, 2005	26707769

- (xvii) (a) The major activities of NBT include publishing of non-text books, organizing state level Book Fairs, Book Exhibitions, conducting literary events, children activities, training in publishing throughout the country, participating in International Book Fairs to promote Indian literature overseas, providing financial assistance to NGOs, Authors' and Publishers' bodies to organize book promotion activities to encourage promotion of books and reading.

As the nodal body for promotion of books both in India and abroad, NBT

Organizes book fairs/exhibitions throughout the country at various levels and has so far organized 28 World Book Fairs in New Delhi and nearly 400 state level Book Fairs and Festivals.

Participates in about 12 – 16 international book fairs in a year and showcases books from India.

Makes books available at the doorsteps of people through mobile exhibitions and online sale through its website.

Has enrolled 80000 Book Club members throughout the country. Provides financial assistance to authors and publishers.

Organizes seminars and workshops.

Organizes special book fairs and literary programmes in the North-East to promote books and book reading in the region.

National Centre for Children's Literature (NCCL): The NCCL established by NBT in 1993 to monitor, coordinate, plan and aid the publication of children literature in various Indian languages is engaged in organizing workshops, exhibitions and promoting the habit of reading at school level by encouraging setting-up of Readers' Clubs.

National Book Week: During the National Book Week held from 14-20 November every year, the NBT organizes a number of book promotion activities and literary events throughout the country like book exhibitions, seminars, discussions, meet the author programmes and workshops.

Training Courses in Book Publishing: To create a pool of trained professionals for the publishing industry, the NBT conducts a month long Training Course in Book Publishing in Delhi and other parts of the country.

Grant-in-aid Scheme: NBT has been mandated by the Govt. of India to administer the financial assistance scheme for voluntary/private organizations for organizing book promotion activities viz. a) to organize 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/Booksellers and d) any other activity which may be found conducive to the development of Book Industry etc. Detailed Terms of Reference of the Scheme may be seen at Annexure – X.

Scope of Scheme

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

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

Book Promotion Centres: NBT has setup Book Promotion Centres (BPCs) in States/ Union Territories which serve as important hub for book promotion activities. These Centres have space for organizing literary events, children activities, book release functions etc.

e-Books: The NBT has ventured into e-book publishing with over 100 of its titles available in the e-format through Android devices.

Promotion of Indian Books in foreign languages: To promote Indian writings abroad, NBT has initiated a “Financial Assistance Programme” where NBT would be providing suitable incentive to foreign publishers in the form of financial assistance for translation of original Indian writings into foreign languages.

(b) Details of the Annual RTI Report for the year 2019 – 2020 are as under:

a.	Number of requests/appeals received by the NBT	56
b.	Number of decisions where applications were not entitled to access the documents pursuant to the requests, the provisions of the Act under which these decisions were made and the number of times such provisions were invoked	Nil
c.	The number of appeals referred to Central Information Commission for review, the nature of appeals and the outcome of appeals.	Nil
d.	Details of disciplinary action taken against any officer in respect of administration of this Act.	Nil

e.	Amount of charges collected by the NBT under this Act.	Application fee Rs. 210/- Documents charges Rs. 392/-
f.	The details of efforts made by the NBT to administer and implement the spirit and intention of this Act.	All instructions issued under the Act have been scrupulously followed.
g.	Suitable suggestions for reform, including those required for development, improvement, modernization, reform for the amendment of the Act or other legislation or common law or any other matter relevant for operationalisation of the right to access the information.	Nil