

# REGULATIONS (BYE-LAWS)

(Framed in accordance with Rule 42  
of the Rules of the Trust)

*(With amendments carried out till November 1988)*



NATIONAL BOOK TRUST, INDIA  
Registered under the Indian Societies  
Registration Act XXI of 1860



# I

## PRELIMINARY

1. These Regulations (Bye-laws), hereinafter called the Bye-laws, may be called the Bye-laws of the National Book Trust, India.
2. a) These Bye-laws shall apply to every employee of the Trust excepting those who might be taken on deputation from Government departments or other organisations whose terms of deputation would be regulated according to such terms and conditions for foreign service as might be laid down by the lending authority.  
b) Notwithstanding anything contained in Clause (a), the Executive Committee may, by agreement with any employee, make such special provisions regarding his conditions of service as it considers necessary and therefore these Bye-Laws shall not apply to such employees to whom the special provisions are inconsistent therewith.
3. Any additions to, alterations in, or repeal of the Bye-laws shall be made by the Executive Committee with the prior approval of the Government of India in the Ministry of Education.
  - a) Wherever there is a mention of Dy. Director (Admn. & Fin.), it may be read as Jt. Director (Admn. & Fin.)

(Authority: Approval accorded in the 103rd meeting of the Executive Committee held on 22 January 1981)

## II

### BUDGET AND APPROPRIATION

#### Preparation

4. Not later than the 1st September of each year, the Director will prepare detailed estimates of the receipts and expenditure and the anticipated opening and closing balances of the Trust for the ensuing financial year.
  - a) The estimates will be prepared as under:

Estimates of annual receipts and expenditure on various accounts (head of classification to be fixed according to the source of income and main heads of expenditure).
  - b) The estimates shall include:
    - i) actual receipts and expenditure of the preceding year;
    - ii) original budget estimates for the current year;
    - iii) revised budget estimates for the current year;
    - iv) proposed budget estimates for the ensuing year;
  - c) No new scheme of expenditure shall be included in the budget unless it has been specifically approved by the Trust.

#### Sanction

5. Not later than the 1st October of each year, the approval of the Trust shall be obtained for the Budget Estimates of the ensuing financial year in such manner as may be laid down in the Rules.
6. One copy of the approved estimates shall be sent to the Government of India in the Ministry of Education.
7. The budget will be recast in accordance with the allotment that may be made by the Government of India and the final sanction of the Trust will be obtained to the budget before the beginning of the financial year. A copy of the final estimates shall be sent to the Government of India in the Ministry of Education. All modifications in the estimates sanctioned by the competent authority during the year shall also be communicated.

### **Appropriation**

8. The funds of the Trust shall not be appropriated for expenditure on any item which has not been approved by the competent authority under these Bye-laws.
9. For purposes of financial control, the allotment under a main head of expenditure shall be divided into sub-heads known as units of appropriation such as 'Establishment', 'Equipment', 'Publishing', 'Supplies', 'Services', 'Transport', 'Advance' and 'Other Items' etc.
10. The funds provided in the sanctioned estimates shall be deemed to be at the disposal of the Chairman, who will have full powers to appropriate sums therefrom to meet expenditure on each item which has been approved by the competent authority, provided that the Chairman may sanction additional funds for any approved scheme upto 10 per cent of the cost of the scheme.

### **Re-appropriation**

11. The Chairman shall have power to re-appropriate funds from one unit of appropriation to another provided:
  - i) the total sanctioned cost of each such scheme is not thereby exceeded;
  - ii) that such re-appropriation shall not have the effect of involving the Trust in further outlay in the following years of the same item;
  - iii) the provisions for "establishment" included in a scheme shall not be increased by more than 10%.

### **Expenditure Sanction**

12. No expenditure from the funds of the Trust shall be incurred without the sanction of the competent authority.
13. a) Within the budget allotments, the Chairman and the Director shall have powers to sanction expenditure as specified in schedules I to V to these regulations. All financial powers, not specifically delegated to any authority by these rules, shall vest in the Executive Committee.  
The Executive Committee, the Chairman and the Director may redelegate, subject to such general or specific guidelines as may be laid down by the concerned authority delegating its powers, to the Chairman, the Director or to any subordinate officer not below the level of Assistant Director, such powers as have been conferred on them

under schedules I to V as they may deem fit, in the interest of the Trust, subject to the condition that no delegation of power may be made to any subordinate authority in respect of (a) creation of posts; (b) write-off of losses; and (c) re-appropriation of funds exceeding 10% of the original budget provisions.

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Dept. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

- b) A sanction to expenditure will not become operative until funds have been provided to cover it.

### III

## CONTRACTS

14. Subject to Bye-law 18, all contracts shall be executed on behalf of the Trust by the Chairman or the Director or by officer(s) authorised by him for the purpose provided that all contracts involving financial consideration of Rs 15.00 lakhs or more shall be countersigned by the Chairman.

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

15. All contracts shall be signed, on behalf of the Trust, by the Director or any officer authorised for this purpose, by the Chairman or the Director. The contract will, of course, be executed on the basis of the approval of the Executive Committee or the Chairman or the Director empowered, under these rules, to give sanction for value of the transaction.

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

16. a) The Chairman and the Director shall be indemnified by the Trust against all losses and expenses incurred in the discharge of their duties except such as are caused by their own wilful act of default.
- b) The Chairman of the Trust shall have (i) the power to file

and defend suits or other proceedings on behalf of the Trust; and (ii) the powers to compromise, settle or refer to arbitration any dispute relating to the Trust. The Chairman may delegate this power to any one of the following officers of the Trust by his executive orders:

- i) Director
- ii) Joint Director (A&F)
- iii) Asst. Director (Admn.)
- iv) Asst. Director (Est.)

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)



## IV

### INVESTMENTS

17. Subject to such general or special orders as may be issued by the Government of India from time to time, the funds of the Trust shall be invested in such manner as may be decided by the Chairman, subject to such specific or general guidelines, if any, as may be laid down by the Executive Committee.

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

18. Subject to the provision contained in Bye-Law No.17, all purchases, sales or alterations in investments shall be effected on the authority of the Executive Committee and all contracts, transfer of deeds, or other documents necessary for purchasing, selling or altering the investments of the Trust funds shall be executed by the Chairman, the Director or any officer(s) authorised by them for the purpose, in accordance with such general or specific guidelines as may be laid down by the Chairman.

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

19. The securities will remain in the charge of the Joint Director (A&F) or officer/officers authorised by the Director for the



purpose who shall be responsible for their safe custody. These will be verified once in six months and a certificate of verification will be recorded by the Director.

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

#### **Drawal of Funds**

20. The Chairman may designate any officer of the Trust not below the rank of Asst. Director as the Drawing and Disbursing Officer. However, as and when required, the Accounts Officer may, for specific purposes, also be designated as the Drawing and Disbursing Officer under the order of the Chairman. Funds will be drawn from the bank in the manner as laid down in Rule No.55 of the Memorandum of Association and Rules of the Trust.

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

21. The cheque books will remain in the personal custody of the Drawing and Disbursing Officer or officer/officers authorised by the Drawing and Disbursing Officer, for the purpose.

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

22. There shall be drawn from the bank and placed at the disposal of the Drawing and Disbursing Officer or by an officer not below the rank of Asst. Director, authorised by the Drawing and Disbursing Officer for the purpose, permanent advance as per General Financial Rules, to be recouped as and when

required and in any case at the end of each month to meet the petty expenditure of the office of the Trust.

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

## RECRUITMENT AND CONDITIONS OF SERVICE

23. a) The Trust may, by a resolution of the Executive Committee, create such number of posts of officers and other employees as may be determined by it subject to the general financial limitations in the budget approved by the Trust and provided further that the scale of pay, allowances etc. applicable to such officers and employees shall not be in excess of those prescribed by the Government of India for similar personnel, provided that a post the maximum salary of which exceeds Rs 4500/- shall not be created without the previous sanction of the Government of India.
- b) The Chairman shall have the power to create temporary posts the maximum pay scale of which does not exceed Rs.4,500/- for a period not exceeding a year.
- c) All posts created under Bye-law 23 (b) shall be reported to the Executive Committee in its next meeting.
- d) Proposals relating to emolument structure, i.e. adoption of pay scales, allowances and revision thereof shall require the prior approval of the Government of India.

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

24. a) Recruitment to a post under the Trust shall be made either:
- i) by direct recruitment through open advertisement or by deputation from a government department or other organisation;
  - ii) by promotion;



iii) "on contract by selection".

- b) All appointments shall be made in accordance with rules laid down for this purpose.

There shall be a reservation of posts in the establishment of the Trust in accordance with the orders of the Government of India for members of Scheduled Castes and Scheduled Tribes. There shall also be relaxation of age in favour of members of communities classified as SC & ST in accordance with the orders issued by the Government of India from time to time.

- c) The son/daughter/near relative of a government servant who dies in harness leaving his family in immediate need of assistance in the event of there being no other earning member in the family may be considered for appointment to a Group 'C' or a Group 'D' post in relaxation of the procedure of recruitment strictly subject to the provisions of the government rules on the subject. No deviation should be made therefrom.

(Authority: Approval accorded in the 121st meeting of the Executive Committee held on 29 December 1986)

- d) i) For recruitment to posts carrying a maximum upto Rs 3200/-, the selection will be made on the recommendations of committee appointed by the Chairman. In respect of posts which carry more than maximum pay of Rs 3200/- and do not exceed Rs 5000/-, the appointment will be made on the recommendations of a Selection Committee, appointed by the Chairman, to which the Department of Education, Ministry of Human Resource Development, shall be asked to nominate a representative.

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

- ii) In respect of the posts on a time scale the maximum of which exceeds Rs 5000/-, the appointment shall be made on the recommendations of a Selection Committee to be

presided over by the Chairman and shall be subject to the approval of the Government of India. This Committee shall also include a representative of the Department of Education of the Ministry of Human Resource Development.

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

- iii) No selection to any post will be rendered void because of non-attendance of any of the members of the Selection Committee.

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

- iv) In respect of posts filled on contract basis, the Executive Committee will have the power to recommend that the incumbent occupying the post be granted a fresh term of contract if it considers it advisable in view of the suitability of the incumbent in position. In such a case, fresh selection would not be necessary.

25. Appointments to all posts shall be made by the Chairman or Director as provided in Schedule I to these Regulations.

(Authority: Approval accorded in the 62nd meeting of the Executive Committee held on 4 May 1971 and by the Ministry of Education vide their letters No. F.8-12/70-B.P. dated the 18 March and 24 May 1971).

26. a) No person appointed to a post under the Trust, whether by promotion or direct recruitment, shall be confirmed until he had been on probation in such post for a period of two years provided that the Appointing Authority may, in any individual case, extend or reduce the period of probation.

- b) Where a person appointed to a post on probation is, during his period of probation, found unsuitable for holding that post, or has not completed his period of probation satisfactorily, the Appointing Authority may:
    - i) in the case of a person appointed by promotion revert him to the post held by him immediately before such appointment;
    - ii) in the case of a person appointed by direct recruitment terminate his services by giving one month's notice or one month's pay in lieu thereof.
27. a) An employee shall retire from the service of the Trust:
- i) on his attaining the age of 58 years except class IV employees for whom the age of retirement shall be 60 years;  
(Modification approved in the 121st meeting of the Executive Committee held on 29 December 1986)  
or
  - ii) on his being declared medically unfit for service by a medical authority approved by the Trust in this behalf;  
or
  - iii) on imposition of the penalty of compulsory retirement;  
or
  - iv) on his being retired prematurely or retired by the Trust as provided in Regulation (Bye-Law) 27 (c); or
  - v) on his being permitted to retire voluntarily after completing 20 years of qualifying service as provided in Regulation (Bye-law) 27 (d).
- b) Notwithstanding anything contained in Clause (a), the Executive Committee may give an employee after attainment of 58 years an extension of one year at a time upto the age of 60 years in exceptional cases, subject to the approval of Ministry of Education and Social Welfare.
- (Authority: Resolution passed by circulation of papers to the members and approval accorded by the Ministry of Education and Social Welfare vide their letter No.F.8-12/70-B.P-II dated 28 February 1972).
- c) Notwithstanding anything provided in these regulations (Bye-laws), the Trust shall have absolute right to retire any



Trust employee prior to the date of superannuation and the Trust employee may also seek premature retirement in accordance with the provisions of the Fundamental and Supplementary Rules, as amended from time to time.

- d) A Trust employee may also seek voluntary retirement after completing twenty years of qualifying service on proportionate retirement benefits with a maximum weightage of upto 5 years towards the qualifying service, where applicable, subject to the condition laid down in the provisions of CCS Pension Rules of the Government of India as amended from time to time.

(Authority: Approval accorded by the Executive Committee in its 106th meeting held on 25 September 1981 and vide Ministry of Education letter No.F.8-2/78-BP.II dated 19 August 1981)

28. During the probation period, an employee may resign from the service of the Trust by giving notice of one month in writing to the appointing authority. The appointing authority, however, may for good and sufficient reasons waive or reduce the period of notice.
29. Without following the procedure prescribed in Bye-law 24 above, the Chairman may appoint, subject to the approval of the Executive Committee, a person to any post for a period not exceeding one year. Such approval should be obtained at its next meeting.

#### **Conduct**

30. 1) Every employee shall at all times maintain absolute integrity and devotion to duty.
- 2) Every employee shall abide by and comply with the Rules and Bye-laws of the Trust and all orders and directions of his superior authorities.
- 3) Every employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.
- 4) Every employee shall endeavour to promote the interests of the Trust and shall not act in any manner prejudicial thereto.

### **Suspension**

31. 1) The appointing authority or any other authority superior thereto may place an employee under suspension:
- a) Where a disciplinary proceeding against him is contemplated or is pending.
  - b) Where a case against him in respect of any criminal offence is under investigation or trial.
- 2) An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of his detention, by an order of the appointing authority and shall remain under suspension until further orders.
- 3) An order of suspension made or deemed to have been made under this Bye-law may at any time be revoked by the authority which made or is deemed to have made it or by any superior authority.
- 4) An employee shall be paid a subsistence allowance during the period of his suspension as per Government rules in force from time to time.

### **Penalties**

32. The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee:
- i) censure;
  - ii) withholding of increment;
  - iii) recovery from pay of the whole or part of any pecuniary loss caused to the Trust by negligence or breach of orders;
  - iv) removal from service;
  - v) compulsory retirement;
  - vi) dismissal.
33. The authorities shown in Schedule VI will be the authorities competent to impose the penalties specified in Bye-law 32. Any other authority superior to those shown in the Schedule may also impose on an employee any of these penalties.

### **Procedure for imposing penalty**

34. No order imposing any penalty on an employee shall be passed, except after:

- a) the employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he may wish to make; and
- b) such representation, if any, is taken into consideration by the authority imposing the penalty.

### **Appellate Authorities**

35. The appellate authorities will be those as shown in Schedule VI.

### **Period of Limitation for Appeals**

36. No appeal shall be entertained unless it is submitted within a period of three months from the date on which the order appealed against is communicated to the person concerned. Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

### **Form, Contents and Submission of Appeals**

37. 1) Every person submitting an appeal shall do so separately and in his own name.
- 2) The appeal shall be addressed to the appellate authority, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- 3) Every appeal shall be submitted to the Chairman who shall, unless he is himself the appellate authority, transmit it to the appellate authority.

### **Consideration of Appeals**

38. The appellate authority shall consider every appeal in such manner as it deems fit and pass such orders as it deems proper in the circumstances of the case; Provided that no order imposing a penalty higher than the one appealed against shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.



## Review

39. The Executive Committee may, on its own motion or otherwise, review any order made by any authority and pass such orders as it deems fit in the circumstances of the case;  
Provided that no order imposing a penalty higher than that originally imposed shall be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

## Orders on Reinstatement

40. Where an employee who has been dismissed or suspended is reinstated, the authority reinstating him shall make an order specifying:
- i) whether the employee may draw for the period of his absence from duty any pay and allowances over and above those which he may have drawn;
  - ii) whether such period may be treated as duty for all or any purposes.
41. Leave, allowances, including dearness, house rent, compensatory, medical benefits, travelling and daily allowance, home travel concession and loans and advances for employees of the Trust shall correspond to those applicable to servants of the Central Government from time to time as may suitably be modified by the Trust.

Note:- In the application of these rules, the powers of Head of Department shall be exercised by the Director and those delegated to the Ministries of Government of India shall be exercised by the Chairman. The Chairman may delegate any of his powers to the Director or any other suitable officer of the Trust.

42. The Trust may establish and maintain, with the prior approval of the Government of India, schemes of retirement benefits for its officers and staff.
- 43&44. The Chairman or the Director may grant all kinds of leave to the employees of the Trust, as provided in Schedule IV to these Regulations. Ministry of Education & Social Welfare will be the authority competent to sanction leave to the Chairman.
45. a) In exercising the power conferred under these Bye-laws the Trust shall, to the extent possible, apply the principles of the Fundamental Rules of the Government of India and the Supplementary Rules made thereunder.

- b) In all matters for which there is no provision or insufficient provision in these Regulations (Bye-laws), the relationship between the Trust and its employees shall be regulated by the government rules and regulations as contained in (i) Fundamental & Supplementary Rules, (ii) Civil Service Regulations and CCS (Pension) Rules, (iii) Central Civil Services (Classification, Control and Appeal) Rules, and (iv) Central Civil Services (Conduct) Rules and other relevant rules and regulations, together with amendments and orders issued by the Government of India to the said rules and regulations from time to time.

Note:- However, schemes like Group Insurance Scheme, Central Government Health Service Scheme etc., will not be automatically adopted. In such cases prior approval of the Government will have to be obtained for each individual scheme.

46. Appointments to all posts in the Trust will be subject to verification of character and antecedents and on production of medical fitness certificate from a medical authority approved by the Trust in this behalf.

## VI

### ACCOUNTS & AUDIT

47. The Trust shall maintain proper accounts and other relevant records and prepare annually a receipt and payment account and a list of assets and liabilities in such form as may be prescribed by the Government of India in consultation with the Comptroller and Auditor-General of India, or any person authorised by him on this behalf.

(Authority: Ministry of Education letter No.F. 29 (22)/65-C.4 dated 31 August 1965)

48. The accounts of the Trust shall be audited annually by the Comptroller and Auditor-General of India or by any person authorised by him in this behalf, and any expenditure incurred in connection with such audit shall be payable by the Trust to the Comptroller and Auditor-General of India.
49. The Comptroller and Auditor-General of India and any person appointed by him in connection with the audit of the accounts of the Trust shall have the same rights, privileges and authority in connection with the audit of Government accounts and, in particular, shall have the right to demand the production of books, accounts connected vouchers and other necessary documents and papers.
50. The results of the audit shall be communicated by the auditor to the Trust who shall submit a copy of the audit report along with its observations to the Ministry of Education, Government of India. The auditor shall also forward a copy of the report direct to the Ministry of Education, Government of India.

#### Accounts

51. The accounts of the Trust shall be maintained by the Director



in the manner and in the form prescribed. He shall ensure the accuracy and completeness of the accounts and advise the Chairman on all matters relating to accounts.

52. The primary accounts of the Trust shall be maintained in the following registers:

1. Cash book
2. Bill register
3. Register to watch the recovery of T.A. advances
4. Receipt book
5. Voucher forms
6. Establishment audit register
7. Classified abstract of receipts and charges
8. Register of cheque books
9. Register of fees paid to translators
10. Register of honorarium paid to readers
11. Register of royalties paid to authors
12. Register of royalties paid to publishers
13. Register of miscellaneous advances recoverable
14. Register to watch amounts drawn on self-cheques
15. Register of investments and securities
16. Register of money orders received
17. Subsidiary cash book
18. Statements of receipts and charges (Final)
19. Contingent register
20. Stock register
21. Property register
22. Register for conveyance advances
23. Broadsheet of advances
24. Demand and collection register  
(if sales are to be made by the Trust)
25. Register showing amounts received as grants-in-aid from the Government
26. Any other register that may be prescribed later by the competent authority.

The accounts of the transactions for each month shall be compiled by the Director in a monthly abstract of receipts and payments under the prescribed heads of accounts. Monthly abstracts will show full figures for the current month as well as progressive totals at the end of the month. This abstract will be submitted to the Chairman monthly for review.

53. All payments shall normally be made by cheques. The only exception will be in respect of payments not exceeding Rs 20/- and pay and allowances of the employees of the Trust the maximum of whose scale of pay does not exceed Rs 900/- per month. In exceptional cases payment may also be made in cash at the discretion of the Drawing Officer for needed reasons.

(Authority: Approval accorded in the 62nd meeting of the Executive Committee held on 4 May 1971 and by the Ministry of Education, vide their letters No.F. 8-12/70/B.P.II dated 18 March and 24 May 1971)

54. All moneys shall be received in the name of 'National Book Trust, India' and shall without undue delay be credited in full into the accounts of the Trust kept at its bank. Before crediting, such moneys shall not be utilised to meet expenditure or kept apart from the accounts.
55. All monetary transactions shall be entered in the cash book as soon as they occur and attested by the Drawing Officer in token of check. The cash book shall be closed regularly and completely checked. At the end of each month, the Drawing Officer shall verify totalling of the cash book and the balance in the cash book and record a signed and dated certificate to that effect. He shall also carry out a surprise check occasionally of cash.
56. When moneys are paid into the bank, the Drawing Officer shall compare the bank's receipts on the challan or the pass book with the entry in the cash book before attesting it and satisfy himself that the amounts have been actually credited into the bank.
57. A receipt shall be granted to the payer for each receipt of money. The receipt shall be signed by the Drawing Officer who shall satisfy himself at the time of signing the receipt and initialling its counterfoil that the amount has been properly entered in the cash book.
58. Payment shall be made on bills duly passed for payment by the competent authority and shall be supported by sub-vouchers and legal acquittance.
59. When a self-cheque is drawn either for recoument of permanent advance or for payment to others, entries should

be made simultaneously on the receipt side and the payment side of the cash book.

60. In accordance with the provision contained in para 20 of the compilation of General Financial Rules framed by the Government of India, losses involving public money, stores and stationery, irrecoverable advances, depreciation in value of stores and deficiencies in property, etc., shall be reported to the Audit Officer concerned.
61. The Executive Committee shall have full power to dispose of the property left over on the termination of a scheme provided that the action taken by it shall be reported to the Trust in a case where immovable property is sold otherwise than to the Government, or the Regional Trust which was in charge of the scheme.
62. As soon as practicable, after the Trust's accounts for a year are closed, but not later than the end of June, the Director will cause to be compiled the annual accounts of the preceding year of the funds of the Trust referred to in Rule 54 in the form prescribed by Bye-Law 47 and will send an intimation to the Audit Officer, as soon as the work is completed. The latter will depute an officer who will audit the accounts. He will record a certificate of audit at the foot of the annual accounts and forward these with his report to the Trust and to the Government of India.
63. The Audit Officer will prepare an annual report on the accounts of the Trust which will contain such comments, general or special, as he may desire to make on the general financial position of the Trust and on the results of his audit for the year. The audited accounts of the Trust will form an enclosure to his report.
64. All sanctions, orders or delegations of authority under the rules and regulations of these Bye-laws affecting the Trust's accounts shall be reduced to writing, shall be so expressed as to have issued from the competent authority concerned, but may be authenticated under the hand of either the Chairman or Director of the Trust.
65. i) These Bye-laws shall come into force on the fifteenth day of April 1964.  
ii) All actions taken and all matters decided before the day specified in sub-clause (i) shall be deemed to have been



taken and decided under these Bye-laws and shall continue in force unless they are superseded by any further action or decision taken under these Bye-laws.

**SCHEDULE I**

**Powers under the Delegation of Financial Powers Rules 1958**

S.No.	Particulars/Nature of power	Limits upto which the powers are delegated	
		Director	Chairman
1.	Creation of posts	Nil	Full powers to create temporary posts the maximum pay scale of which does not exceed Rs 4,500/- for a period not exceeding a year
2.	Appointments to posts	Full powers in respect of posts the maximum pay scale of which does not exceed Rs 3,200/-	Full powers in respect of posts the maximum pay scale of which exceeds Rs 3,200/- but does not exceed Rs 4,500/-
3.	Stores of paper for publication	Rs 5 lakh in each case	Full powers
4.	Printing/binding of books (NBT publications)	Rs 50,000/- in each case	Full powers
5.	Printing/binding of catalogues	Rs 20,000/- in each case	Full powers
6.	Advertisement charges	Rs 20,000/- in each case	Full powers
7.	Civil/Electrical/Transport contract in relation to exhibitions	Rs 5 lakh in each case	Full powers
8.	Payment of royalty to author	Full powers	Full powers
9.	Expenditure of miscellaneous and contingent nature		
	i) Motor Vehicles:		
	a) Purchase	Nil	Nil
	b) Repair/Maintenance	Full powers	Full powers
	ii) Hiring of building for office use	Rs 1 lakh p.a. at Bombay, Madras & Calcutta. Rs 36,000/- p.a. in other places	Rs 5 lakh per annum
	iii) Hiring of garage for staff car	Full powers	Full powers
	iv) Fixture and furniture (purchase, repair and hire charges)	Full powers	Full powers
	v) Freight and demurrage/wharfage charges:		
	a) Freight	Full powers (airlifting of the store other than despatch of exhibition books to foreign countries will require permission of the Chairman)	Full powers

(contd.)

S.No.	Particulars/Nature of power	Limits upto which the powers are delegated	
		Director	Chairman
	b) Demurrage/Wharfage charges	Full powers (each case exceeding Rs 1000/- to be reported to Chairman)	Full powers
vi)	Conveyance hire	Full powers (subject to restriction laid down in Schedule V of the delegation of Financial Powers Rules)	Full powers
vii)	Legal charges	Full powers	Full powers
viii)	Municipal rates and taxes	Full powers	Full powers
ix)	Postage, telegram, telephone charges	Full powers	Full powers
x)	Staff paid from contingencies	Full powers	Full powers
xi)	Rubber stamps/office seals	Full powers	Full powers
xii)	Purchase, repairs, maintenance & hire of all office equipment including typewriters/calculating machines, coolers/fans/bicycles etc.	Full powers	Full powers
xiii)	Liveries for class IV staff	Full powers	Full powers
xiv)	Purchase of stationery	Rs 25,000/- in each case	Rs 5 lakh in each case

xv)	Release of subsidy to low-priced publications	Full powers	Full powers
xvi)	Petty works & repairs	Rs 10,000/- in each case	Full powers
10.	To write-off irrecoverable losses*:		Full powers
a)	Irrecoverable loss of public store (not due to theft, fraud or negligence)	Rs 10,000/-	Rs 25,000/-
b)	Loss of public money due to theft	Nil	Rs 5,000/-
c)	Irrecoverable advance/public money	Rs 2,000/-	Rs 2,000/-
d)	Write-off in respect of broken/condemned furniture	Nil	Full powers

\* This power may be exercised only if the loss does not disclose a defect in rules or procedure and there has not been any serious negligence on the part of any employee of the Trust.

11.	All other recurring expenditure of miscellaneous and contingent nature	Rs 4,000/- p.a. in each case	Full powers
12.	All other non-recurring expenditure of miscellaneous & contingent nature	Rs 20,000/- in each case	Full powers

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)



## SCHEDULE II

### Powers under the General Financial Rules 1958

S.No.	Particulars/Nature of power	Limits upto which the powers are delegated	
		Director	Chairman
1.	Disposal of obsolete and unserviceable stores	Full powers	Full powers
2.	Grant of Advances		
a)	Festival advance	Full powers	Full powers
b)	Cycle advance	Full powers	Full powers
c)	Table fan advance to Class IV	Full powers	Full powers
d)	TA advance on tour	Full powers (except in respect of self)	Full powers
e)	Advance for purchase of motor conveyance	Full powers (except in respect of self)	Full powers
f)	Advance for LTC	Full powers (except in respect of self)	Full powers
g)	Leave-salary advance	Full powers [(except in respect of self) (the advance shall not exceed one month's leave salary as admissible after deductions)]	Full powers
h)	Grant of house building* advance	Full powers (except in respect of self)	Full powers
i)	Sale, transfer of motor vehicles purchased with advance from Trust funds	Full powers (except in respect of self)	Full powers

<sup>1</sup>Subject to the availability of funds and other conditions laid down in GFR

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

### SCHEDULE III

#### Powers under Treasury Rules

S.No.	Particulars/Nature of power	Limits upto which the powers are delegated	
		Director	Chairman
1.	Disbursement of pay and allowances to employees (other than officers) on the last working day of the month)	Full powers	Full powers
2.	Payment of salary after transfer to a new post when the LPC has not been received	Up to one month (a declaration of the advance taken and other recoveries should be taken from the employee and deduction made accordingly subject to the necessary readjustments after the receipt of LPC)	Up to one month (a declaration of the advance taken and other recoveries should be taken from the employee and deduction made accordingly subject to the necessary readjustments after the receipt of LPC)

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education) vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

### SCHEDULE IV

#### Powers under Fundamental Rules

S.No.	Particulars/Nature of power	Limits upto which the powers are delegated	
		Director	Chairman
1.	To dispense with medical certificate on first appointment	Full powers (in respect of appointments made under his own powers, subject to compliance with requirements under FR 10)	Full powers
2.	Grant of leave to the employees of the Trust	Full powers in respect of posts the maximum pay scale of which does not exceed Rs 4,500/-	Full powers
3.	Crossing the efficiency bar	Full powers in respect of appointments made under his own powers	Full powers
4.	Grant of advance increments under FR 27	Nil	The power for the grant of advance increment under FR27 should continue to vest with the Trust

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)

## SCHEDULE V

### Powers under Supplementary Rules

S.No.	Particulars/Nature of power	Limits upto which the powers are delegated	
		Director	Chairman
1.	Acceptance of medical certificate from a female medical practitioner in case of female candidates	Full powers in respect of persons appointed under his own powers	Full powers
2.	To decide the shortest of two or more routes	Full powers (subject to the condition that powers may be exercised as specified in SR 30 (b) and subject further to the condition that a particular longer route may not be declared as the recognised route for all purposes in general terms)	Full powers (subject to the condition that powers may be exercised as specified in SR 30 (b) and subject further to the condition that a particular longer route may not be declared as the recognised route for all purposes in general terms)
3.	To allow mileage allowance by a route other than the shortest route	Full powers (The power is to be exercised only when the selection of longer route is in the public interest)	Full powers (The power is to be exercised only when the selection of longer route is in the public interest)
4.	Travel by air	Nil	Full powers
5.	Drawal of daily allowance for halt exceeding 30 days	Deleted	Deleted
6.	To declare a controlling officer	Nil	Full powers
7.	Appointment of person(s) above the age prescribed for such recruitment	Full powers in respect of appointments made under his own powers	Full powers

(Authority: Approval accorded in the 127th (Emergent) meeting of the Executive Committee held on 19 October 1988 and by the Ministry of Human Resource Development (Deptt. of Education), vide their D.O. letter No.F.25(8)/88-IFD dated 21 November 1988)



### SCHEDULE VI

<i>Description of post</i>	<i>Appointing Authority</i>	<i>Authority competent to impose penalty</i>	<i>Penalty</i>	<i>Appellate Authority</i>
1. Posts in the time scale carrying the maximum of Rs 900/- or less	Director	Director	All	Chairman
2. Posts in the time scale carrying a maximum of more than Rs 900/- but not more than Rs 1600/-	Chairman	Chairman	All	Executive Committee
(Authority: Approval accorded in the 62nd meeting of the Executive Committee held on 4 May 1971 and by the Ministry of Education vide their letters No.F. 8-12/70-BP.II dated 18 March and 24 May 1971)				
3. Posts carrying scale of pay with maximum of more than Rs1600/-	Chairman with the approval of the Dept. of Education, Ministry of Education	Chairman	All	(a) Ministry of Education in respect of removal or dismissal (b) Executive Committee in respect of other penalties
(Authority: Approval accorded in the 59th meeting of the Executive Committee, Item No. 1 and by the Ministry of Education vide their letter No.8-12/70-BP.II dated 12 January 1971)				

## SCHEDULE – I

### Powers under the Delegation of Financial Powers Rules 1958 (amended upto 09.5.2012)

S.NO.	Particulars/Nature of power	Limits upto which the powers are delegated	
		Director	Chairman
1.	Creation of posts	Nil	Full powers to create temporary posts the maximum pay scale of which does not exceed Rs 4,500 /- (Pre-revised 4 <sup>th</sup> CPC) and G.P. Rs.6600/- (6 <sup>th</sup> CPC) for a period not exceeding a year.
2.	Appointments to posts	Full powers in respect of posts the maximum pay scale of which does not exceed Rs 3,200 /- (Pre-revised 4 <sup>th</sup> CPC) and G.P. Rs.4600/- (6 <sup>th</sup> CPC).	Full powers in respect of posts the maximum pay scale of which exceeds Rs. 3,200 /- (Pre-revised 4 <sup>th</sup> CPC) and G.P. Rs.4600/- (6 <sup>th</sup> CPC) but does not exceed Rs.4,500/- (Pre-revised 4 <sup>th</sup> CPC) and G.P. Rs.6600/- (6 <sup>th</sup> CPC)..
3.	Stores of paper for publication	Rs. 5 lakh in each case	Full powers
4.	Printing/binding of books (NBT publications)	Rs. 50,000 /- in each case	Full powers
5.	Printing/binding of catalogues	Rs. 20,000 /- in each case	Full powers
6.	Advertisement charges	Rs. 20,000 /- in each case	Full powers
7.	Civil/Electrical/Transport contract in relation to exhibitions	Rs. 5 lakh in each case	Full powers
8.	Payment of royalty to author	Full powers	Full powers
9.	Expenditure of miscellaneous and contingent nature		
	i) Motor Vehicles:		
	a) Purchase	Nil	Nil
	b) Repair/Maintenance	Full powers	Full powers
	ii) Hiring of building for office use	Rs. 2 lakh per annum at any place in India.	Rs. 10 lakh per annum for any place in india.
	iii) Hiring of garage for staff car	Full powers	Full powers
	iv) Fixture and Furniture (purchase, repair and hire charges)	Full powers	Full powers
	v) Freight and demurrage/wharfage charges:		
	a) Freight	Full powers (airlifting of the store other than dispatch of exhibition books to foreign countries will require permission of the Chairman)	Full powers
	b) Demurrage/Wharfage charges	Full powers (each case exceeding Rs 1000 /- to be reported to Chairman)	Full powers
	vi) Conveyance hire	Full powers (Subject to restriction laid down in Schedule V of the	
		Delegation of Financial Powers	

	vii) Legal charges viii) Municipal rates and taxes ix) Postage, telegram, telephone charges x) Staff paid from contingencies xi) Rubber stamps/ office seals  xii) Purchase, repairs, maintenance & hire of all office equipment including typewriters / calculating machines, coolers / fans / bicycles etc.  xiii) Liveries for class IV staff xiv) Purchase of stationery xv) Release of subsidy to low-priced publications xvi) Petty works & repairs	Rules) Full powers Full powers  Full powers Full powers Full powers  Full powers Full powers Rs. 1 lakh in each case.  Full powers Rs. 1 lakh in each case.	Full powers Full powers Full powers  Full powers Full powers Full powers  Full powers Full powers Rs. 10 lakh in each case.  Full powers Full powers
10.	To write-off irrecoverable losses*: a) Irrecoverable loss of public store (not due to theft, fraud or negligence) b) Loss of public money due to theft c) Irrecoverable advance/ public money** d) Write-off in respect of broken/ condemned furniture	 Rs.20,000 /-  Rs. 10,000 /-  Rs. 5,000 /-  Rs. 50,000/-	 Rs. 50,000 /-  Rs. 20,000 /-  Rs. 20,000 /-  Full powers
11.	All other recurring expenditure of miscellaneous and contingent nature	Rs. 50,000 /- in each case.	Full powers
12.	All other non-recurring expenditure of miscellaneous and contingent nature	Rs. 1 lakh in each case.	Full powers

\* This power may be exercised only if the loss does not disclose a defect in rules or procedure and there has not been any serious negligence on the part of any employee of the Trust.

\*\*Normally, advance given to any person, organization should not be written – off in the normal course. All efforts should be made to retrieve the amount, including black listing etc.

Authority:

(1) 127<sup>th</sup> Executive Committee meeting (emergent) held on 19.10.1988 and subsequent approval of MHRD (BP Division) vide letter No.F.25(8)/88-IFD dated 21.11.1988.

(2) 15<sup>th</sup> Finance Committee, 190<sup>th</sup> Executive Committee and 112<sup>th</sup> Board of Trustees meeting held on 12.1.2011 and subsequent approval of MHRD (BP Division) vide letter No.8-6/2011-BP/1293 dated 9.5.2012 (for item No.9(ii), (xiv), (xvi), 10(a) to 10(d), 11 & 12).