

# **Right to Information Act**

## ***A Manual***

### **National Book Trust, India**

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

**“Nehru Bhawan” 5, Institutional Area, Phase -II, Vasant  
Kunj,  
New Delhi-110070**

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## 1. Particulars of Department's functions and duties

NBT was established in 1957 by the Government of India as an autonomous organization under Ministry of Human Resource Development, Department of Secondary and Higher Education to promote books and the reading habit among the populace in the country.

The objectives for which the Trust is established are :

- a) to produce and to encourage the production of good literature, and to make such literature available at moderate prices to the public;
- b) in furtherance of the above objectives to publish more books of the following types in English, Hindi and other Indian languages recognized in the Constitution of India:
  - i) the classical literature of India;
  - ii) outstanding works of Indian authors in Indian languages and their translation from one Indian language to another;
  - iii) translation of outstanding books from foreign languages;
  - iv) outstanding books of modern knowledge for popular diffusion;
- c) to bring out book lists, arrange exhibitions and seminars and take all necessary steps to make the people book minded;
- d) to establish or promote the formation of Regional Book Trusts in different parts of the country with objectives similar to those of the Trust;
- e) to take over or amalgamate with any other Society, Trust, Institute or Association, having objectives wholly or in part similar to the objectives of the Trust, and to aid any such existing institution in such a manner as the Executive Committee of the Trust may think fit;
- f) to acquire by gift, purchase, lease or otherwise any property, movable or immovable, which may be necessary or convenient for the purposes of the Trust and to construct, alter and maintain any building or buildings for purposes of the Trust;
- g) to draw, make, accept, endorse, discount and negotiate Government of India and other Promissory Notes, Bills of Exchange, Cheques and other Negotiable Instruments;
- h) to invest the funds of the Trust in such securities or in such manner as may, from time to time, be determined by the Executive Committee and, from time to time, to sell or transfer such investments;
- i) to sell, transfer, lease, or otherwise dispose of all or any property of the Trust;

and

- j) to do all such things as the Trust may consider necessary, incidental or conducive to the attainment of the above objectives.

## **2. Power and duties of Department's officers and employees**

Chairman is the Chief Executive Officer of the Trust. Director is the Principal Administrative Officer of the Trust. The powers and duties of Chairman and Director are given as under, as defined in the Memorandum of Association and Rules of the Trust. The powers and duties of the other officers of the Trust working under the overall supervision of the Chairman and Director are indicated in the organogram chart **Annexure III** and the delegation orders as are enclosed at **Annexure I**.

### **Functions and powers of the Chairman**

1. The Chairman shall be the chief executive officer of the Trust.
2. The Chairman shall preside over all the meetings of the Trust and its Executive Committee.
3. The Chairman shall have all necessary powers for carrying on the day-to-day functions of the Trust.
4. The Executive Committee may, by Resolution, delegate to the Chairman such of its powers for the conduct of business as it may deem fit, subject to the condition that the action taken by the Chairman under the powers delegated under this Rule shall be reported at the next meeting of the Executive Committee.
5. a) In the event of disagreement between representatives of the Ministry of Finance and the Chairman on financial matters beyond the delegated powers of the National Book Trust, India, the matter may be referred to the Ministry of Human Resource Development.

### **Functions and powers of the Director**

1. Subject to any order that may be passed by the Executive Committee, the Director, as the principal administrative officer of the Trust, shall be responsible for the proper administration of the affairs of the Trust under the direction and guidance of the Chairman.
2. The Director shall prescribe the duties of all officers and staff of the Trust and shall exercise such supervision and disciplinary control as may be necessary, subject to the Rules and Regulations that may be framed.

**3. 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 Trust.
- b) Decisions regarding policy issues 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 function and powers of the Executive Committee can be seen at **Annexure II**.

The channels of supervision and accountability are as per the Organogram chart at Annexure III

**4. Norms set by the Department for discharge of its functions**

In this regard the Trust follows the norms as prescribed under the norms in the citizens charter and the rules and procedure as per the Memorandum of Association and Rules & Regulations (Bye Laws ) of the Trust and guidelines, Rules and orders of the government of India from time to time.

**5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions**

Apart from Regulations (Bye Laws and MOA and Rules) the Trust follows the Govt. of India's rules and regulations, FR/SR, GFR, Office Procedure, CCS (CCA) Rules, CCS (Conduct) Rules and all other financial and service rules.

- The records held by the organization and its control are Minutes of records of EC/BOT,
- Minutes of records of Advisory Panels Boards etc of the Trust .
- Language Advisory Panel Boards
- Annual Reports for respective years; Annual Accounts duly audited by the CAGR ; Balance sheet; Advance registers, Sale inventory registers, paper stock registers, Dead stock register etc.
- Recruitment Rules, Establishment Register, communal roster

**6. Statement of the categories of documents that are held by the Department or under its control**

MOU, MOA and Rules & Regulations (Bye Laws), Recruitment Rules and other payment related documents

- 7. Particulars of any arrangement that exist for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.**

Consultation with members of the public on formulation of policy is usually not desirable as far as the Trust is concerned. However regular consultations with expert bodies, experts in the field of publishing, book promotion and children literature are held from time to time.

- 8. A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons. Whether meeting of those boards and other bodies are open to the public, or the minutes of the such meeting are accessible for public**

There are three primary Boards/Committees of the Trust namely, Board of Trustees, Executive Committee and Finance Committee apart from the Advisory Panels of the Trust. The meetings of these are usually not open to public and the minutes of these are also not available publicly. List of members of Executive Committee and Board of Trustees as also the Finance Committee are furnished in **Annexure IV**.

- 9. A directory of Department's officers and employees**

The directory of Group A and B officers of the Trust is enclosed as **Annexure V**.

- 10. Monthly remuneration received by each officer and employees**

Monthly remuneration paid to each of officers and employees may be seen at **Annexure VI**

- 11. The budget allocation to each of its agencies indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

The budget allocation under the respective heads and details of proposed expenditure and reports on disbursements are as per **Annexure VII**.

- 12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such 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 the 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 8<sup>th</sup> Schedule of the Constitution, and may serve as textbooks, discipline-oriented supplementary reading material and reference books. The Trust has so far subsidized 921 books under the subsidy scheme. A copy of the scheme is at **Annexure VIII**.

During the year 2009-2010, under the scheme, 2 (two) books have been published and 10.00 Lakhs provided in the budget estimate for the year 2009-2010.

**13. Particulars of concessions, permits or authorizations granted by it**

- i) on publication of the book the author receives royalty @ 20 per cent to the printed price of the subsidised edition of the book, directly from the Trust;
- ii) the publisher is paid 50 per cent of the total cost of production of the books as subsidy.

**14. Details in respect of the information, available to or held by it, reduced in an electronic form;**

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

**1. The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public**

**Website** of NBT, India is fully functional and comprehensive with regard to all relevant information (<http://www.nbtindia.org.in>). The NBT library is also linked onto Delnet.

**16. The names, designation of Chairman, Director, Appellate Authority and CPIO under RTI Act, 2005**

		<b>Tel Nos.</b>
1.	Prof. Bipan Chandra, Chairman	26121880
2.	Sh. M.A. Sikandar, Director	26121738
3.	Mrs. Farida M. Naik JD(A&F) & Appellate Authority	26707740
4.	Sh. Dinesh Sharma Assistant Director & Chief Public Information Officer	(M) 9968263196 (O) 26707825 Fax : 2612 - 1883

List of Manuals required to be prepared under RTI Act

<b>S.No.</b>	<b>Name of the Manual/document</b>	<b>Remarks/Status</b>
i.	Particulars of Department's functions and duties	The National Book Trust, India was established in 1957 by the Government of India to promote books and the habit of reading. The activities of the Trust can be divided under five broad heads. These are (i) publishing, (ii) promotion of books and reading, (iii) promotion of Indian books abroad, iv) assistance to authors and publishers, and (v) promotion of children's literature. A folder about ourselves is also enclosed.
ii.	Power and duties of Department's officers and employees	As per Regulations (Bye Laws) of NBT, India, Chairman and Director have been delegated powers. A copy of the Regulations (Bye Laws) and MOA and Rules are also attached.
iii.	Procedure followed in the decision making process, including channels of supervision and accountability	As per organization chart of the Trust including the channels of supervision and accountability. The powers and duties are followed as per Trust's rule. Powers delegated under Regulations (Bye Laws) and MOA and Rules of the Trusts.
iv.	Norms set by the Department for discharge	Citizens Charter prescribed the norms in this regard is attached.
v.	Rules, Regulations instructions, manuals and records held by the organization under its	Apart from Regulations (Bye Laws) and MOA and Rules we follow the Govt. of India's rules and

	control or used by its employees for discharging its functions.	regulations, FR/SR, GFR, Office Procedure, CCS (CCA) Rules, CCS (Conduct) Rules etc.
vi.	Statement of the categories of documents that are held by the Department or under its control	MOU, MOA and Rules, Regulation (Bye Laws), Recruitment Rules and other payment related documents.
vii.	Particulars of any arrangement that exist for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof	Consultations with expert bodies, experts in the field of publishing, book promotion and children literature are being done during policy formulation.
viii.	A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons... Whether meeting of those boards and other bodies are open to the public, or the minutes of the such meeting are accessible for public.	There are three Boards, Committees i.e. Board of Trustees, Executive Committee and Finance Committee, Advisory Panels Boards etc. of the Trust. The meetings of these Committees are usually not open to public and the minutes of these are also not available publicly. List of members of Executive Committee and Board of Trustees are furnished herewith.
ix.	A directory of Department's officers and employees.	The directory of Group A and B officers of the Trust is enclosed herewith.

x.	Monthly remuneration received by each officer and employees, including the system of compensation as provided in its regulations.	Details of the monthly remuneration paid to each officer and employees for the month of 01.04.2010 is enclosed herewith for information.
xi.	The budget allocation to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	The budget allocation under the respective heads and details of proposed expenditure and reports on disbursement-as per Annexure vii.
xii.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	A scheme for the subsidized publication of books at Annexure viii
xiii.	Particulars of concessions, permits or authorizations granted by it.	Nil
xiv.	Details in respect of the information, available to or held by it, reduced in an electronic form.	The website of NBT, India is available for it comprehensive information about the department.
xv.	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public.	Website of NBT, India is fully functional and comprehensive with regard to operational information ( <a href="http://www.nbtindia.org.in">http://www.nbtindia.org.in</a> ).
xvi.	The names designation and other particulars of the Chief Public Information Officer.	Shri Dinesh Sharma Assistant Director National Book Trust, India New Delhi-110070 Tel. (011) 26707825 9968263196
xvii.	Such other information as may be prescribed.	RTI report for the period 2009-2010 at Annexure IX

**The report for the period as on 01.04.2008 to 31.08.2008**

a.	Number of requests received by each authority	21
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 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.	2 After hearing CIC passed order and accordingly action has been taken.
d.	Details of disciplinary action taken against any officer in respect of administration of this Act.	Nil
e.	Amount of charges collected by each public authority under this Act.	No. of applications 21 Fee 305/-
f.	The details of indicate efforts made by the public authorities to administer and implement the spirit and intention of this Act.	All instructions issued by MHRD in this regard were follows.
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 the right to access the information.	nil