

# NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

## MINUTES of 150<sup>th</sup> FINANCE COMMITTEE MEETING

The 150<sup>th</sup> meeting of the Finance Committee of the National Council of Educational Research and Training (NCERT) was convened through Circulation amongst esteemed members of the Finance Committee on 27<sup>th</sup> June, 2024, under the Chairpersonship of the Director, NCERT.

The list of the Members of Finance Committee is attached as **Annexure-I**.

The following detailed Agenda was circulated among the esteemed members for their recommendation/suggestions:-

### **Item 1: Regarding revision of fee for Editing, Translation, Vetting, Artists and Designers etc.**

NCERT plays a pivotal role in developing educational content for schools in India. The Council not only develops textbooks in about 325 titles from Grades 1-12 in three languages – Hindi, English and Urdu, but also, makes other books for children, produces educative journals, a magazine, teachers' handbooks, brochures and folders, and other Reference Teaching Learning materials, thus making the number of total publications go up to almost 600 per annum.

Through this item, it was proposed to raise the fee of the following categories on the basis of 7<sup>th</sup> pay commission's recommendation of fitment factor plus average DA which works out to 3.07% (2.57+0.50% D.A), almost three times increase over the previous rates

In this regard, JS & FA, MoE vide email dated 27<sup>th</sup> June, 2024 made the following observation to which point-wise detailed justification was furnished vide letter No.5-2/2024-C&P, dated 16<sup>th</sup> July, 2024.

### **Observations of JS&FA, MOE**

*NCERT has proposed hike in fee of various items of work relating to development of books and supplementary material. NCERT has cited quality of work, cost of living and market trends as justification for the proposed increase. It has been stated that rates are being increased as NBT has increased the rates; and in some items of work, market rates have been considered. NBT has been cited for revision of rates but specifications for items of work are not comparable in many cases. Even NBT has revised the rates, over the rates that were notified on 13/04/1993 and 23/12/2008 whereas NCERT had last revised their rates as early as 2016. Further, rates notified by organization like CBSE, IGNOU have not been considered while proposing the revision. It has also been observed that NCERT has hired staff for DTP operation and Proof reading, even then these items have been included in the proposed hiked items. Therefore, in line with the resolution of the 132nd Finance Committee, NCERT may restrict hike to 50% over the existing rates. Further, in new categories, rates may be fixed not more than 80% of the proposed rates.*

### **Response of NCERT**

NBT has revised its rates in 2010 and again in 2022 vide No.F.6-3/NBT/Estt/2022 dated 30<sup>th</sup> November 2022. It is a fact that NBT prepares books for promoting reading habits among general public and specially for the children, whereas NCERT prepares academic textbook as

well as teachers' helping materials *inter alia* with other book materials, modules etc. in a time-bound manner. NCERT had revised its rates in 2016 and now it is proposed to fee hike in order to keep the highest production standards of NCERT books. With the existing rates, Quality Professionals are not preferring to work for NCERT and this is having an adverse impact on the quality of NCERT textbooks.

CBSE does not prepare textbooks and therefore it does not notify any such rate list. IGNOU supplies the books free of cost to their students who take admission in their courses. IGNOU does not take help from the designers, lay-out artists, illustrators for its different books as its aim is to supply only reading material to the students, whereas NCERT has to hire designers, lay-out artists, painter, translators etc. for preparing books for the academic classes. Unlike IGNOU, NCERT competes with private publisher textbooks for the same customers viz students of CBSE schools.

The enhanced rate has been calculated on the basis of 7.2% average inflation rates from 2016 onwards.

As far as hiring of Proof Readers and DTP Operators is concerned, it is a short term hiring. NCERT needs to work on urgent and consistent basis. Hence, the outsourcing becomes necessary. Rate increase for these services ensures that we can maintain high standards without compromising on quality due to lower rates.

Given these factors, it is believed that the proposed fee increases are justified and necessary to continue producing high-quality educational materials. However, as per observations of JS&FA, MoE, the rates for the new category may be fixed at 80% of what has been proposed.

Also, for the existing rates categories, 50% increase over and above the current rates may be accepted, as recommended by JS&FA, MoE.

In this regard, JS (Institution) , MoE had forwarded comments vide letter F.No.7-11/2024-NCERT, dated 2<sup>nd</sup> July & E-mail which are reproduced hereunder and the point-wise detailed justification of the queries was furnished vide letter No.5-2/2024-C&P, dated 16<sup>th</sup> July, 2024 for perusal and record.

#### Comments of JS (Institution ) MoE:-

- i. **NCERT has not indicated the total cost implication for the said revision of the fee and how it will be funded.**  
The total cost cannot be estimated at the moment as it depends on the number of printing materials that will be printed during the year. The printing material includes academic textbooks, modules, teachers helping material etc. It is funded by the Publication Division from its Project funds.
- ii. **NCERT is requested to place on record the procedure followed to come up at such rates.**  
The enhanced rates have been calculated on the basis of average inflation rate of 7.2% from 2016 onwards.





- iii. **NCERT is requested to adhere to the relevant provisions of GFR 2017 for procuring Goods and Services.**  
The NCERT follows due procedure as per the relevant procedure laid down in the GFR 2017.
- iv. **NCERT has stated that NCERT proposes only a double hike as NBT however, it is clear from NBT's letter dated 30.11.2022 that they revised their rates for similar kind of work from the existing rates effective since 13.04.1993 i.e. after 29 years. However, NCERT is revising (almost doubling) the same in just 8 years.**  
This is true that NCERT has cited the revision of rates of NBT but it is a fact that NBT has revised its rates in 2010 and again in 2022 vide No.F.6-3/NBT/Estt/2022 dated 30<sup>th</sup> November 2022, whereas the Ministry quoted their revision of rates for the years of 1993 and 2008. It is also a fact that NBT prepares books for promoting reading habits among general public and specially for the children whereas NCERT prepares academic textbook as well as teachers' helping materials *inter alia* with other book materials, modules etc. in a time-bound manner. NCERT has revised its rates in 2016 and now it is proposing fee hike in order to keep the highest production standards of NCERT books, and with the existing rates, the Quality Professionals are not working for us. However, in keeping with the suggestion of JS&FA, the enhancement is being proposed to be restricted to 50% for existing categories of contractual staff, over and above the existing rates and for new categories at 80% of the proposed rates.
- v. **Under the Category Rates for Art Work/Designs etc., at points 1 (ix), (x), (xi), (xii) and (xiii) which are new categories of service, NCERT has not indicated the method for arriving at the rates indicated against each of them.**  
The new categories of items are included on the basis of new technology in the publication sector and the proposed rates are at par with what is being paid in the market. However, as suggested by JS&FA, the rates have been restricted to 80% of what had been originally proposed.
- vi. **Under the Category New or modified Category for Art Work/Design, at point 6 which relates to Freelance DTP rates, NCERT has not stated whether this service is a new category or not, only the final rates arrived at, are mentioned.**  
It is mentioned that the item at point 6 item is a new one by using updated technology to draw images according to the subject matter. However, the rates are more or less the same as manually drawn figures or images.

After detailed deliberations, the Committee recommended the proposal for revision of fee for Editing, Translation, Vetting, Artists and Designers etc. as per the observation of JS&FA viz. 50% enhancement for existing categories and 80% of proposed rates for new categories, as detailed under :

S.N.	Item of work	Approved rates by the 132 <sup>nd</sup> FC in 2016 (in Rs.)	Proposed rates in original FC agenda (in Rs.)	Recommended rates by the FC (in Rs.)
1.	Editing		(Fixed at double or less than double)	(Fixed at double or less than double)

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	(i) Copy Editing per 1000 words including type marking in the case of freelancers (once)	300 per 1000 words	600 per 1000 words	600 per 1000 words
	(ii) Content editing	800 per 1000 words	1600 per 1000 words	1600 per 1000 words
2.	<b>Vetting and reviewing</b>	300 per 1000 words	600 per 1000 words	600 per 1000 words
3.	<b>Preparation of Index</b>	250 per 1000 words	500 per 1000 words	500 per 1000 words
4.	<b>Proof Reading</b> Proof reading per 1000 words for two proofs	120 per 1000 words	250 per 1000 words	250 per 1000 words
5.	<b>Translations</b> Translation – per 1000 words (Hindi/English/Urdu)	800 per 1000 words	1600 per 1000 words (including typing)	1600 per 1000 words (including typing)

**Rates for Art Work/Designs etc.**

S.N	Item of work	Approved rates by the 132 <sup>nd</sup> FC in 2016 (in Rs.)	Proposed rates in original FC agenda (in Rs.)	Recommended rates by the FC (in Rs.)
1.	<b>Illustrations</b>		As prevalent in open market	As prevalent in open market
	(i) Simple geometrical drawings [Such as lines and angles etc. for Mathematics and such]	150	200	200
	(ii) Detailed geometrical drawings or charts used in text/ Technical, scientific and engineering drawings	400	500	500
	(iii) Mono-colour line, or line and tone illustration	600	800	800

	<b>(figurative) – up to half page</b>			
	(iv) Mono-colour line, or fine and tone illustration ( <b>non-figurative</b> ) – <b>up to half page</b>	400	600	600
	(v) Two or Multi-colour line, fine, or fine and tone illustration (non-figurative) – [This category may NOW be defined as <b>SPOT Illustration</b> whether figurative or non-figurative, <b>multi-colour, including shades in grey</b> - This will cover situational drawings to fill a spot on a page, a boy drinking water, a notebook kept on a table etc. These are not composition and they do not include any work on the background of the subject of the drawing.]	500	600	600
	(vi) Two or Multi-colour line, or line and tone illustration (figurative) – [This category may NOW be defined as <b>HALF PAGE Illustration</b> whether figurative or non-figurative, <b>multi-colour, including shades in grey</b> - This will cover drawings based on situations with one or more characters or group of objects to cover approximately half a page in a book, they are likely to be compositions.]	700	1000	1000
	(vii) Multi colour line, or line and tone Illustration, washed drawing (Figurative	1000	2000	1500

	& non-figurative, composition) – – [This category may NOW be defined as <b>FULL PAGE</b> Illustration whether figurative or non-figurative, <b>multi-colour, including shades in grey</b> - This will cover drawings based on situations with one or more characters or group of objects to cover approximately half a page in a book, they are likely to be compositions.]			
	(viii) Fillers or tail piece	100	200	150
	(ix) Computer generated illustrations(Non-figurative) produced by using AI.	<i>New category</i>	2000	1600
	(x) Computer generated illustrations (Figurative) produced by using AI.	<i>New category</i>	2000	1600
	(xi) Info-graphics up to half page	<i>New category</i>	500	400
	(xii) Info-graphics full page	<i>New category</i>	1000	800
	(xiii) Simple line or coloured illustration or single object illustrations such as apple, car etc. used in primary classes, <b>or creation of icons, including those done using AI</b>	<i>New category</i>	300	240
2.	<b>Cover Design</b> (i) Two coloured cover design (payment for transparency, photographs extra) Cover I and Cover IV including AI generated covers	2,400 for single colour or simple two colour cover design	4800 for single colour or simple two colour cover design	3600 for single colour or simple two colour cover design
	(ii) Multi coloured cover design Cover I and	4,000 irrespective	8000 irrespective of 2 or 4 colour	6000 irrespective of 2 or 4 colour (includes

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	Cover IV including AI generated	of 2 or 4 colour (includes front/ back covers, no extra payment for transparency/ photographs, illustration of any other art work)	(includes front/ back covers, no extra payment for transparency/ photographs, illustration of any other art-work)	front/ back covers, no extra payment for transparency/ photographs, illustration of any other art-work)
3.	<p><b>Page Layouts</b></p> <p>(i) Page layout, design and visualisation for brochures, booklets and textbooks and other books (including illustrations, photographs graphs etc. used on the page) – applicable when one person or agency will undertake the assignment for a single book and work is not divided between artists at NCERT level. [Excluding Cartographer's work - to be paid outside this rate]</p> <p>For example, this is applicable for</p> <ul style="list-style-type: none"> <li>• books for pre-primary and primary stage books where percentage of unique illustrations with composition is less, but layout work is extensive and requires repetition of single object illustration (as mentioned in (x) above)</li> <li>• books for older students that require extensive designing.</li> </ul>	<p>800 per page single colour 1,700 Per Page for Two or Multi Colour Outputs will include</p> <p>(a) Two composition Rough prints, (b) Final colour prints (c) Soft copy</p>	<p>1600 Per Page single colour 3,000 Per Page for Two or Multi colour outputs will include</p> <p>(a) Two Composition rough prints, (b) Final colour prints (c) Soft copy</p>	<p>1200 Per Page single colour 2450 Per Page for Two or Multi colour outputs will include</p> <p>(a) Two Composition rough prints, (b) Final colour prints (c) Soft copy</p>
	(ii) Textbook rates for	500 Per Page	1000 Per Page	750 Per Page at

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<p>layout and design only (positioning of text with pre-provided images/illustrations/ in 2-4 colours)</p>	<p>(include cleaning of images and adjustment for noise, brightness and contrast, CMYK conversion)</p>	<p>at least for 3 proofs (include cleaning of images and adjustment for noise, brightness and contrast, CMYK conversion, re-typing and maintaining uniformity of captions, legends and labelling)</p>	<p>least for 3 proofs (include cleaning of images and adjustment for noise, brightness and contrast, CMYK conversion, re-typing and maintaining uniformity of captions, legends and labelling)</p>
<p>(iii) Single colour layout of pages (layout, design, pre-provided images and text formatting, including tables and boxes) e.g. NCF-document</p>	<p>200 Per Page (includes cleaning of images and adjustment for noise, brightness and contrast; Grayscale conversion)</p>	<p>400 Per Page at least for 3 proofs (include cleaning of images and adjustment for noise, brightness and contrast, CMYK conversion, re-typing and maintaining uniformity of captions, legends and labelling)</p>	<p>300 Per Page at least for 3 proofs (include cleaning of images and adjustment for noise, brightness and contrast, CMYK conversion, re-typing and maintaining uniformity of captions, legends and labelling)</p>
<p>(iv) 2-4 colour layout of pages of other than textbooks (layout, design, pre-provided images and text formatting, including tables and boxes) e.g. NCF-based syllabus</p>	<p>400 per page (includes cleaning of images and adjustment for noise, brightness</p>	<p>800 Per Page (includes cleaning of images and adjustment for noise, brightness</p>	<p>600 Per Page (includes cleaning of images and adjustment for noise, brightness and contrast, CMYK conversion, re-typing and</p>

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		and contrast, CMYK conversion)	and contrast, CMYK conversion, retyping and maintaining uniformity of captions, legends and labelling)	maintaining uniformity of captions, legends and labelling)
4.	<p><b>Template Designs for Book</b></p> <p>Where the grid/template has been visualised and developed by the designer with pre-provided images, and the actual placement and formatting is done at NCERT: This includes designing 12-15 elements such as Chapter Opening, Unit Pages, Folios, Exercises, Boxes, Tables, Prelim Pages, etc.</p>	<p>4-colour books for Primary, Upper Primary, Secondary and higher secondary stage (class I- XII)- 25,500</p> <p>Single/2-colour for Secondary and higher secondary stage (class IX-XII) – 15,000</p>	<p>Four-colour books for Primary, Upper Primary, Secondary and higher secondary stage (class I- XII) – 35,000</p> <p>Single/2-colour for Secondary and higher secondary stage (class IX-XII) – 25,000</p>	<p>Four-colour books for Primary, Upper Primary, Secondary and higher secondary stage (class I- XII) – 35,000</p> <p>Single/2-colour for Secondary and higher secondary stage (class IX-XII) – 22,500</p>
		Single / 2-colour layout for Primary and Upper Primary stage (class I- VIII) – 17,000	Single/2-colour layout for Primary and Upper Primary stage (class I- VIII) – 27,000	Single/2-colour layout for Primary and Upper Primary stage (class I- VIII) – 25,500
5.	<p><b>Photographs / Images</b></p> <p>(i) Photographs (Black and White including Coloured)</p>	500 per image	1000 per image	750 per image

	(not images downloaded from the internet, copyright should not be infringed)  scanned in 300 dpi and hard copy of at least 4" x 6" or digital image)			
	(ii) Cleaning of images (digital photographs / illustrations) and other colour corrections.	150 per illustration image	200 per illustration image	200 per illustration image
	(iii) For downloaded images from internet or Clip Art These may be purchased royalty free stock or sourced otherwise but with permission to use for bulk printing as done by NCERT  <b>* Such images will not become NCERT copyright despite use and stay within their original license.</b>  <b>** In special cases NCERT may give permission to procure specific images at cost</b>	200 Must specify source/ site from where downloaded. Clip Art must be from original source (not pirated copy)	400 Must specify source/site from where downloaded. Clip Art must be from original source (not pirated copy)	300 Must specify source/site from where downloaded. Clip Art must be from original source (not pirated copy)
6.	Variation/ modifications of original Artwork after approval of line art (Payment will be done on the submission of the said art work in soft copy)	25% of original cost	25% of original cost per time if approved again and then change is sought	25% of original cost per time if approved again and then change is sought
7.	Maps (i) Simple outline map	200	500	300
	(ii) Physical / political map in single or two colours, provided that the permission is obtained from appropriate authority.	1,300 (with labels and legends)	2,600 (with labels and legends)	1,950 (with labels and legends)
	(iii) Data based map in single or two colours	1,200 (with labels)	2,400 (with labels)	1,800 (with labels and legends)




		and legends)	and legends)	
(iv)	Data based map in three or more colours	1,300 (with labels and legends)	2,400 (with labels and legends)	1,950 (with labels and legends)

**New or modified Category for Art Work / Design**

S.No.	Item	Approved rates by the 132 <sup>nd</sup> FC in 2016 (in Rs.)	Proposed rates in original FC agenda (in Rs.) in prevalent market	Recommend rates by the ] (in Rs.) in prevalent ma
1	<b>Folders (both sides)</b> Single fold or a spread 2-fold 3-fold 4-fold 6-fold	1,600 one side 2,400 one side 3,200 one side -	<b>Folders (both sides)</b> 4000 4800 5600 6000	<b>Folders (both sides)</b> 2,400 3,600 4,800 4,800
2	<b>Poster (painting/ Illustrations)</b> Minimum Size A3 up to 20" x 30"	4,000	8,000	6,000
3	<b>Coffee table book</b> Only layout design with pre-provided visuals	1,600 per page	3,000 per page	2,400 per page
4	<b>Story Board and Comic Strip</b> (i) One colour (ii) 2-4 colour	400 per frame 600 per frame	800 per frame 1200 per frame	600 per frame 900 per frame
5	<b>Double Spread Pages</b> (Special rates of 2,000 were approved for single case Firkee with necessary visuals)	4,000	6000 for all double spread pages including Firkee	6000 for all double spread pages including Firkee
6.	<b>Freelance DTP rates</b> (for Hindi, English and	--		

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Urdu) with two proof and one final proof in colour as applicable.			
A-4 size Single column		250 per page	200 per page
A-4 size Double column		350 per page	280 per page
<b>Crown quarto/ Royal Octavo size</b>			
Single column		200 per page	160 per page
Double column		250 per page	200 per page
<b>Demi Octavo size</b>			
Single column		200 per page	160 per page
For Maths and other science equation books		Plus 25% additional	Plus 25% additional
For tabular matter above 25% of document		Plus 15% additional	Plus 15% additional
For any other Indian Language		Plus 15% additional	Plus 15% additional

The recommendation of the Committee is to be placed before the Executive Committee for its approval.

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**NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**

**Finance Committee (LIST OF MEMBERS from 07.07.2021 to 06.07.2024)**

1. The Director of NCERT,  
(ex-officio) Chairperson Director, NCERT  
New Delhi-110016
2. JS & Financial Advisor  
Ministry of Education, Member JS & Financial Advisor  
Ministry of Education,  
(Department of School Education  
& Literacy),  
Shastri Bhawan, New Delhi-  
110001
3. Member Ms. Prachi Pandey  
JS (Institutions)  
Ministry of Education,  
(Department of School Education  
& Literacy),  
Shastri Bhawan, New Delhi-  
110001
4. Member Prof. (Rtd.) Pawan Kumar  
Sharma,  
Professor of Management,  
Vardhman Mahavir Open  
University, Kota
5. Member Shri Pawan Kumar Tomar,  
लेखक, लोक नीति एवं शासन, दिल्ली  
Delhi
6. Secretary, NCERT Member-  
convener Secretary  
NCERT  
New Delhi-110016