

**PROCEDURE FOR OBTAINING APPROVAL/CLEARANCE CERTIFICATE FROM
PCTB FOR PRINTING/PUBLISHING AND SALE OF BOOKS DEVELOPED BY
PRIVATE SECTOR PUBLISHERS**

1. As per approved SOPs of PCTB, the following are required for obtaining approval / clearance certificate from PCTB for printing/publishing and sale of books developed by private sector publishers:

- i. Application along with pay order of Rs. 25,000/- in favour of PCTB as Registration Fee for Registration of the Publishing Firm /Company or Publisher (once).
- ii. Application along with five copies of the manuscript, plagiarism free certificate and pay order in favour of PCTB as Review Charges per manuscript as detailed below:

Sr. No.	Class/Grade	Review Charges per manuscript
1	I to V	Rs. 10,000/-
2	VI to VIII	Rs. 20,000/-
3	IX to XII	Rs. 30,000/-
	Renewal of NOC / Clearance certificate	Rs. 25,000/-

- iii. 80% of review charges will be paid / distributed equally to external reviewers while 20% will be deposited in Board's Account.
2. Publisher / Firm will incorporate the recommendations of Review Committee (if any) and submit amended draft for checking by PCTB subject coordinator and forwarding for placing before BOG for consideration and granting approval for issuance of clearance certificate.
 3. After approval of BOG, the clearance certificate will be issued.
 4. Clearance Certificate will be issued only for one academic year. It will be renewed every year if no major change is observed in it. In case, if some major change(s) is/are observed, then, the whole review process will be repeated at the cost of payment of review charges along with the NOC renewal charges by the publisher.



(Incharge Monitoring and Development Cell)