

PUNJAB CURRICULUM & TEXTBOOK BOARD, LAHORE

ASSESSMENT FORM

DISTRIBUTION OF MARKS FOR REGISTRATION OF NEW PUBLISHERS

SR NO.	PARTICULARS	MARKS
1.	Showroom / Sales office facilities	20
2.	Printing Facilities	25
3.	Financial Position / Investment	30
4.	Publishing Experience	20
5.	Godown Facilities	05
Total Marks		100

CRITERIA

For Registration of New Publishers & Revision of category of the Publishers
Already Registered with the PCTB

(a)	<u>Name and present address:</u>	
	Phones	
	Office:	
	Mobile:	
(b)	Status of the firm (score-out whichever is not applicable)	
	Proprietorship or	
	Partnership or	
	A limited concern (Public or Private)	
	<u>General Instructions for Assessment</u>	
	<i>Full-marks will be given for owing any facility / facilities and in case of having contract(s). 30% marks will be given to the applicant.</i>	
1.	Showroom (Compulsory) Maximum marks (20)	
	<u>Instructions for Assessment</u>	
	i) <i>Showroom must have an appropriate display facility, counter & space for seating / movement of customers (documentary proof of physical possession of showroom e.g. sale, deed, rent deed etc. along with Electricity</i>	

	<p><i>bill, Telephone bill, registration with the Labour department under the Shops Establishment Ordinance 1969 or any other Labour Law for the time being in- force. The applicant also provide evidence of rent paid if showroom is on rent.</i></p> <p><i>ii) Showroom should be located preferably in Urdu Bazar Lahore or in any other local commercial area conducive for the relevant business.</i></p> <p><i>iii) Property Number of showrooms</i></p> <p><i>iv) Minimum requirement 100 sq. ft. (No marks for less than minimum requirement).</i></p>								
	<table border="1"> <thead> <tr> <th data-bbox="285 593 1141 728">Details Size of Showroom</th> <th data-bbox="1141 593 1449 728">Marks obtained</th> </tr> </thead> <tbody> <tr> <td data-bbox="285 728 1141 833">i. Between 100 up to 150 Sq. Feet (10 Marks)</td> <td data-bbox="1141 728 1449 833"></td> </tr> <tr> <td data-bbox="285 833 1141 940">ii. Between 151 up to 250 Sq. Feet (15 Marks)</td> <td data-bbox="1141 833 1449 940"></td> </tr> <tr> <td data-bbox="285 940 1141 1048">iii. Above 250 Sq. Feet (20 Marks)</td> <td data-bbox="1141 940 1449 1048"></td> </tr> </tbody> </table>	Details Size of Showroom	Marks obtained	i. Between 100 up to 150 Sq. Feet (10 Marks)		ii. Between 151 up to 250 Sq. Feet (15 Marks)		iii. Above 250 Sq. Feet (20 Marks)	
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2.	<p>Printing and Binding Facilities (25 marks)</p> <p><u>Instructions for Assessment</u></p> <p><i>i) Printing machines of Min. size 22 x 32 single and above (01 mark per Unit with maximum 12 marks)</i></p> <p><i>ii) Automatic Folders (Half mark per folding machine with maximum 03 marks)</i></p> <p><i>iii) Alternative arrangements (Generator) Maximum 05 marks</i></p> <p><i>iv) Hot Glue power Single Clamp Machine (01 mark for single clamp)</i></p> <p><i>v) Hot Glue Three Clamp Machine (02-marks for three clamps)</i></p> <p><i>vi) Hot Glue Five Clamp Machine and above (five clamps or more maximum 03 marks)</i></p> <p><i>vii) Hot Glue Ten Clamp Machine and above (Ten clamps or more maximum 04 marks)</i></p> <p><i>viii) Stitching Machine (Half mark per machine with maximum 01 mark)</i></p>								

a)	Printing Facilities	
	Printing Machines (12 Marks)	
	Generator (05 Marks)	
b)	Binding Facilities	
	Folder (03 Mark)	
	Stitching Machines (01 Mark)	
	Hot Glue binding machine (04 Marks)	
3.	FINANCIAL POSITION/ INVESTMENT CAPACITY (Maximum 30 Marks)	
	<u>Instructions for Assessment</u> <i>Annual Bank Statement (s) showing turn over for the last three years issued by any schedule. Bank (s) in the name of the firm (statements shall be verified from the Manager of the bank concerned)</i> <i>Financial position to be determined on the basis of the following formula:</i> <i>Amount: opening balance on 1st Jan +12 monthly closing balance/Bank Certificate/13</i>	
a)	Financial Position (Maximum 05 Marks)	
	<i>i) Average balance from Rs. 8 to 10 Lac (02Marks)</i> <i>ii) Average balance from over Rs. 10 to-15 Lac (03 Marks)</i> <i>iii) Average, balance beyond Rs. 15 Lac (05Marks)</i>	
b)	Immovable property value / assets (Maximum 05 marks)	
	<i>i) Property value / assets of worth from Rs. 20 Lac to 30 Lac (03 Marks)</i> <i>ii) Property value / assets of worth from over Rs.30 Lac to 50 Lac (04 Marks)</i> <i>iii) Property value / assets of worth beyond 50 Lac (05 Marks)</i>	

c)	<p>Income Tax (Maximum 20 Marks)</p> <p><u><i>Obligatory Requirements</i></u> <i>In order to qualify as Publisher, the applicant must be a Tax payer registered with the Income Tax Department for the last three years before the date of submission of application for registration, I.T. 30 Assessment Forms / Assessment Orders of the requisite years and copy of National Tax Number Certificate / card duly attested by respective Income tax Officer must be submitted along with the application. Amount of payments of Income Tax-shall be verified from the respective- Income Tax Officer(s) of the: concerned Circle and Zone: A certificate issued by respective Income Tax Officer concerned to the effect that the Income Tax has been paid by the applicant on the income from publishing business and also that the firm has been on the list of Income Tax Payers at least for the last three years. Total amount of Income Tax paid during the last three years will be taken into accounting for scoring. Attested copy of trade tax Registration Certificate must be attached with the application</i></p> <p><i>i) Average amount of Income Tax paid during the last 3 years between Rs. 15000/- to Rs.20000/- (05 Marks)</i></p> <p><i>ii) Average amount of Income Tax paid during the last 3 years between Rs.20001/- to Rs.25000/- (10 Marks)</i></p> <p><i>iii) Average amount of Income Tax paid during the last 3 years between Rs. 250001/- to Rs.30000/- (15 Marks)</i></p> <p><i>iv) Average amount of Income Tax paid during the last 3 years Above than Rs.30000/- (20 Marks)</i></p>
4.	<p>Publishing Experience (Maximum 20 Marks)</p>
	<p><i>For New Registration</i></p> <p><i>i. Experience for 10 Years (Maximum 05 Marks)</i></p> <p><i>ii. Experience of 11 to 15 years (Maximum 07 Marks)</i></p> <p><i>iii. Experience of 16 years or more (Maximum 10 Marks)</i></p> <p><i>Standard books having educational Value related to literature, arts, science and technology, history (one mark for each standard book with maximum of 05 marks)</i></p> <p><i>Holy Quran (maximum 5 marks)</i></p> <p><i>Color (Complete) (03 Marks)</i></p> <p><i>Black & White (Complete) (02 Marks)</i></p> <p><i>i) Standard books mean quality production having at least 64 pages</i></p> <p><i>ii) At least 10000 copies of each b are required to be published</i></p> <p><i>iii) At least 100 copies of each book are required to be in stock</i></p>

	<p>iv) Any Application either himself or collaboration with a sister organization etc. found involved in printing, publication or sale etc. of parallel books, guide books, key books, Khulasas, test papers, help books and guess papers etc. is not eligible for registration as publisher with the board.</p> <p>v) Certification From press branch, Govt. of the Punjab must be attached with the application in respect of books published by the applicant.</p>	
5.	Godown Facilities (Maximum 05 Marks)	
	<p>i) Minimum area of Godown required 1201 to 2000 Cb. Feet (the Godown should preferably be in a commercial market) (Maximum 02 Marks)</p> <p>ii) Between 2001 to 2500 Cb. Feet (Maximum 03 Marks)</p> <p>iii) Between 2501 to 3000 Cb. Feet (Maximum 04 Marks)</p> <p>iv) Above 3000 Cb. Feet (Maximum 05 Marks)</p> <ul style="list-style-type: none"> ➤ No mark for Godown measuring less than 1200 Cb. Feet ➤ Documentary proof of Godown's possession through Rent Deed or Sale Deed etc. should be attached ➤ Property tax number. 	
	The following slabs shall be observed for fixation of categories of successful applicants.	
	81 marks and above	A
	61-80 marks	B
40-60 marks	C	

