

The Orissa Rules for the Preparation and Publication of State Text-Books for Primary Schools, 1963

ODISHA

India

The Orissa Rules for the Preparation and Publication of State Text-Books for Primary Schools, 1963

Rule

THE-ORISSA-RULES-FOR-THE-PREPARATION-AND-PUBLICATION-O of 1963

- Published on 22 August 1963
- Commenced on 22 August 1963
- [This is the version of this document from 22 August 1963.]
- [Note: The original publication document is not available and this content could not be verified.]

The Orissa Rules for the Preparation and Publication of State Text-Books for Primary Schools, 1963
Published vide Notification Orissa Gazette Extraordinary No. 538, dated 22.8.1963

1. Short title.

- These rules may be called the Orissa Rules for Preparation and Publication of State Text-Books for Primary Schools, 1963.

2. Definitions.

- In these rules, unless the context otherwise requires-(a)"Board" means the Board of Primary Education, Orissa;(b)"Convener" means the Convener of the Working Committee or of the Scrutiny Committee, as the case may be;(c)"Secretary" means Secretary of the Press, Preparation and Publication Committee constituted under the Board of Primary Education, Orissa.

3. Formation of a Working Committee.

- Government shall appoint a Working Committee consisting of the following seven members in order to assist in the preparation and publication of text-books-

- | | |
|--|--------------|
| (1) The Director of Public Instruction, Orissa Cuttack | ... Chairman |
| (2) The Principal of the R.N.Training College, Cuttack | ... Member |

- (3) Superintendent, Government Press, Cuttack, Orissa ... Member
 - (4) Officer-in-charge of the Text-Books Press, Bhubaneswar ... Member
 - (5) and (6) Two persons to be appointed by Government on therecommendation of the Secretary ... Members
 - (7) The Secretary ... Convener
- Quorum-Three members out of seven shall form a quorum for the transactions of business of the Working Committee.

4.

In the absence of the Chairman the members present shall elect one of them to preside over a meeting of the Working committee.

5. Constitution of Scrutiny Committee.

- On the recommendation of the Working Committee Government shall appoint a Scrutiny Committee for scrutinising the manuscripts. The Scrutiny Committee shall consist of five members who will be experts, each of them representing at least one of the five subjects, namely, Oriya, Arithmetic, English, Social Studies and General Science, of the primary syllabus. Three members shall form the quorum. The Secretary shall be the convener. At each meeting of this Scrutiny Committee the members present shall choose the President. The Scrutiny Committee may co-opt, if necessary, to more than one subject expert for each subject to assist them while scrutinising the manuscripts on a particular subject. No person who has submitted a manuscript in any subject shall be so co-opted. Post facto sanction of Government to the co-option of subject experts from outside shall be taken the Scrutiny Committee shall hold office for a period of two years and a fresh Committee shall be appointed at the end of every two years.

6. The duties and functions of the Working Committee.

- The Working Committee shall prepare the manuscript on each subject with the help of the writer, the compiler, if any, and the artist and submit the completed copy to the Press, Preparation and Publication Committee for consideration.

7.

The Press, Preparation and Publication Committee shall consider and recommend the size of the book, number of pages, quality of paper, kind of printing and number of copies to be printed in respect of each book and submit the selected manuscripts with their recommendations to Government in the Education Department for approval and issue of print orders. The recommendations of the Working Committee shall be placed before the Board in its next meeting for information.

8.

The names of the writers, of the members of the Working Committee or of the members of the Scrutiny Committee shall not appear on the Text-Book. The books shall mention the Government of Orissa, Department of Education, as the publisher and the name of the press in which the book is printed.

9. Calling for manuscripts for the text-books

- (i) At the time appropriate for calling for manuscripts for the text-books the convener shall prepare an advertisement in consultation with the Working Committee, calling for manuscripts from writers. The advertisement duly approved by Government shall be published in the Orissa Gazette and also in three consecutive issues of all the recognised daily newspapers of Orissa. (ii) The writers shall be allowed a period of three months for the submission of their manuscripts. (iii) The advertisement shall contain a notice to the writers to the effect that on their written application to the Secretary, accompanied by a Treasury Challan for Rs. 10 (Rupees ten) only deposited in a Treasury or Sub-Treasury under the head "Provincial (Orissa)-XXII-Education-E-General-Miscellaneous", the syllabus, the synopses, the prescribed forms, the rules and other connected papers will be sent or given to them by the Secretary.

10.

On receipt of such an application the Secretary shall send to the applicant by Registered Post or give him all the papers mentioned in Rule 9 above, one large envelope and one small envelope with particulars of Appendix-I superscribed thereon.

11.

All such applications shall be entered in a register in the office of the Secretary and numbered serially as they are received. The acknowledgment to be granted to the applicant shall bear the serial number of his application and will be in the form prescribed in Appendix-II.

12.

If any particular writer so desires, he may either personally or through a messenger make over the application along with the challan for Rs. 10 to the Secretary and receive the acknowledgement and the necessary papers.

13.

No member of the Press, Preparation and Publication Committee or of the Working Committee or of the Scrutiny Committee (Rule 5) or of the staff connected with their work shall be entitled to submit any manuscript for approval as a text-book. But if any such member gives a written undertaking to

the Secretary to the effect that he will not claim any award for his manuscript in case of its approval, such a manuscript shall be considered along with all other manuscripts submitted for competition, but the membership of such a member shall by orders of Government, remain suspended for the entire period from the date of submission of the manuscript till the final disposal of the matter.

14.

If any person, who has submitted a manuscript for the competition, is subsequently appointed as a member of the Scrutiny Committee, he shall intimate the fact of the submission of the manuscript to the convener in a confidential letter addressed to him by name immediately after he has received intimation of his appointment as member of the Scrutiny Committee. Soon after the convener receives any such letter, he shall place the fact before the Working Committee who shall take steps for appointment of a substitute in his place.

15.

The writer shall send the manuscript by Registered Post to the Secretary by name.

16.

As soon as the packet containing the manuscript is received, the Secretary shall enter in his Register giving it a serial number without opening it, and he shall mention this serial number in the printed acknowledgement (Appendix-II) which he shall grant to the writer or sender of the manuscript and retain its counter-foil in the office. The Secretary shall send the aforesaid acknowledgement by Registered Post to the address furnished by the writer.

17.

The name, address, etc., of the sender of the manuscript shall also be mentioned in the aforesaid acknowledgement.

18.

The writer shall not mention anywhere in the manuscript his name, address or any such particulars or matters as would disclose his identity, but he shall mention on the cover of the manuscript the symbolical name used by him in the prescribed form (Appendix-III).

19.

The writer shall mention in the prescribed form (Appendix-III) his name, address, etc., and a symbolical name. Such a symbolical name may be that of any flower, fruit or other object. After having filled up all the particulars in that prescribed form, the writer shall put it inside the small envelope and then seal it. Thereafter he shall put it inside the larger envelope and close it. On both

these envelopes, the subject and the class for which the manuscript is meant as given in Appendix-I shall have been printed. The writer shall fill up only the blank spaces under the headings and he shall not write anything else on them. Thereafter the writer shall put the large envelope containing the small envelope and the manuscript in a packet, seal it and send it to the Secretary by name. The covering for the packet will be supplied by the writer himself.

20.

The Secretary shall keep the unopened packets in his personal custody under lock and key. No manuscript shall be entertained after the last date fixed for receipt of manuscripts.

21.

Soon after the last date fixed for the submission of manuscripts is over, the number of manuscripts received should be reported to Government through the Director of Public Instruction for information. The Working Committee shall meet and open the packets in the manner prescribed in Rule 24. The conveyor shall give notice of at least seven days to the members, for this meeting.

22.

(i) At first, the members of the Working Committee present shall compare the number of the packets produced by the convener with the entries made in the Register and check up the serial numbers. Then they will sign the Register in token of the fact that all the manuscripts received and mentioned in his register are available for scrutiny. (ii) Thereafter the packets will be opened and the members present will mention on the back of each page of one of the two manuscripts submitted, the serial number allotted to it and they will also put their signature and date on the last page of that manuscript. Simultaneously they will also open the larger envelope and mention on the smaller envelope the serial number allotted to the manuscript concerned and the symbolical name adopted by the writer. The small envelope shall, however, remain unopened until the best manuscript has been selected by the Press, Preparation and Publication Committee,

23.

A fee of Rs. 30 (Rupees thirty) only shall be paid as fee for submission of complete manuscript for a book and Rs. 15 (rupees fifteen) only for a part manuscript covering less than half a book. For half or more than half of the book Rs. 30 shall be payable. The authors, compilers or publishers while submitting manuscripts shall enclose a Treasury Challan showing deposit of the above fee. The fees shall be credited in a Treasury or Sub-Treasury under the head "Provincial (Orissa)-XXVI-Education-E-General -Miscellaneous". The manuscripts shall be submitted in duplicate.

24.

If a writer exercises or attempts to exercise any influence on any member of the Working Committee or of the Scrutiny Committee or of the Press, Preparation and Publication Committee in order to get his manuscript approved or indulges in canvassing for the same, the Working Committee, on receipt of satisfactory proof in support of such act or acts and after giving a chance to the writer to explain, may direct that his manuscript shall not be taken into consideration.

25.

No part of the proceedings of the Working Committee or of the Scrutiny Committee shall be vitiated on account of the absence of any member of such Committee provided that there has been a quorum.

26. Allowance for attending meetings of the Committee.

- In view of the arduous nature of the work involved, every member (except the convener) of the Working Committee or of the Scrutiny Committee whether official or non-official shall receive an allowance of Rs. 10 for attending each sitting of the Committee. The amount of Sitting fee payable to any member of the Working or Scrutiny Committee shall be subject to a maximum of Rs. 500 in a financial year. The duration of each sitting should ordinarily be not less than three hours. Members coming to attend the meetings from outside shall be paid travelling allowance (without any daily allowance), according to the rules in vogue. The Secretary shall pay the allowance to the members present immediately after each meeting is over from contingencies placed at his disposal. For drawal of travelling allowance, a travelling allowance bill shall be submitted to the convener in accordance with the rules.

27. Scrutiny of manuscripts.

- The convener shall call meetings of the Working Committee or of the Scrutiny Committee as and when necessary and he shall give at least 7 days' written notice for the meeting. In case of urgency the convener may hold two sittings of the Scrutiny Committee in a day with an interval of at least 3 hours. Emergent meetings may be called at short notice. No previous notice will be issued for holding an adjourned meeting but members, who were not present in the meeting which was adjourned, will be notified about the date and time of the adjourned meeting.

28.

After completing the scrutiny of the manuscripts, the Scrutiny Committee shall record their opinion on each manuscript in the form prescribed for it (Appendix-IV). As soon as they come to the conclusion that a particular manuscript is the best among those submitted, they will record their opinion in the form of a resolution in the Minute-Book stating clearly the serial number of the selected manuscript and the symbolical name of the writer. The resolution shall be signed by all the

members present and handed over to the convener who shall send the resolution to the convener of the Working Committee. The convener of the Working Committee shall place the resolution before a meeting of the Working Committee, which shall consider the recommendations of the Scrutiny Committee and come to a decision. The Working Committee shall also record its decision in the shape of a resolution in the Minute-Book. It shall be signed by all the members present and made over to the convener who shall, thereafter, place it before the Press, Preparation and Publication Committee for acceptance and onward recommendation to Government for approval.

29.

If scrutiny by the Scrutiny Committee discloses that none of the manuscripts received is acceptable, for reasons to be recorded by them in the Prescribed Form (Appendix-IV), the Scrutiny Committee shall record such opinion in the shape of a resolution and make it over to the convener. The Working Committee shall examine the matter and advise the Secretary to take necessary steps for the preparation of a suitable manuscript in accordance with a scheme to be approved by Government.

30.

After receipt of the report of the Working Committee final recommendation regarding payment of the award to the writer of the best manuscript shall be made to Government by the Press Preparation and Publication Committee. On receipt of Government sanction, the awards shall be paid to the writers concerned. The grant of such award shall be reported to the Board of Primary Education in its next meeting.

31.

An amount not exceeding Rs. 10,000 subject to the deduction of the amount that has to be paid to the expert, if any (Rule 34) shall be paid to the writer/writers of the best manuscript of a text book on each subject for the purchase of the copyright.

32.

The writer of the best manuscripts shall transfer to the Government" of Orissa in the Education Department his copyright over the manuscript by a deed of assignment. He shall also give an undertaking that he shall have no objection to. any addition, alteration or omission being made which may be considered necessary by the Scrutiny Committee or the Working Committee or both. The deed of assignment shall be made in the form given in Appendix-X.

33.

The Scrutiny Committee and the Working Committee shall have the right to make necessary additions, alterations and omissions in any manuscript so assigned in order to satisfy the

requirements of the syllabus.

34.

If it becomes necessary to make such additions, omissions or alterations in the selected manuscript, as would involve a lot of time and labour, it will be open to the Working Committee to get such work done by an expert in the subject. In such an event, the expert selected would be given remuneration for the work done which shall be sanctioned by Government on the recommendation of the Press Preparation and Publication Committee.

35.

If the Scrutiny Committee and the Working Committee consider that two or more manuscripts are of equal merit, or any manuscript contains some matter or outstanding merit, which is not found in others, it will be open to the Working Committee to combine portions of each of such manuscripts with the help of an editor in order to produce the best manuscript on the subject. In such an event, the Working Committee shall decide what proportionate payment out of the full award should be made to the writers of the manuscripts concerned and to the editor; and after the decision of the Working Committee on this subject is approved of by the Press, Preparation and Publication Committee, the matter shall be reported to Government with a recommendation for sanction of proportionate awards. The decision of Government shall be final and binding.

36.

It shall be open to the Working Committee to decide on the recommendation of the Scrutiny Committee, that a particular manuscript, which has not conformed to these rules, need not be taken into consideration.

37.

The writers may also submit manuscripts for a part of a text-book or even for a few lessons on suitable topics from the syllabus for any class in any subject for which manuscripts are invited. Such part manuscripts will be considered in the same manner as the manuscripts for complete text-books and will, if selected, be eligible for such proportionate award as will be fixed in the manner prescribed in Rule 35 above.

38.

Instructions to writers of text-books-Writers of text-books are required to observe these rules and abide by the following, instructions:(a)Each manuscript should be written in ink neatly and legibly one side of the paper. In preparing the duplicate copy carbon paper should not be used.(b)The paper to be used for the manuscript should not be of less weightage than ten pounds per ream of foolscap size.(c)Each page of the manuscript should be 13" x 8".(d)A margin of about two inches in width

should be left on the side of the paper used for writing.(e)The manuscript should be properly stitched on the left side.(f)Each Chapter should have a heading and the pages should be numbered at the right hand top corner of each page.(g)Each manuscript should have a thick cover on it.

39.

At the places where pictures, diagrams, charts, maps etc., are necessary, the writer shall draw a square and mention details of such pictures, etc. inside it. Actual pictures, diagrams etc. may also be given. If the presence of the writer of the selected manuscript is considered necessary by the artist or the designer for assisting in the drawing up of the pictures, etc. the writer shall attend the office of the Press, Preparation and Publication Committee or the Press at his own cost for the purpose of rendering such assistance in accordance with the request of the convener.

40.

No writer shall use in his manuscript any copyright material of any other author without the written permission of the author if he is alive or of his legal heirs if he is dead. If a writer has used such Copyright material, he shall mention the fact in the prescribed form (Appendix-III) and enclose with it the written permission in original regarding the copyright.

41.

There shall be no preface, recommendation or opinion of any body attached to the manuscript.

42.

(i)Every manuscript shall be prepared in accordance with the requirements of the syllabus, the synopsis and these rules.(ii)The lessons shall be properly graded and shall be such as can expand the pupils' knowledge and vision. The lessons shall contain no such matter as is likely to offend any religious, linguistic political or communal feelings. As far as practicable, the lessons shall aim, among other things, at creating a scientific and technological bias in the minds of the pupils.(iii)The lessons shall be appropriate to the standard for which the manuscript is intended.(iv)The language of the book shall be appropriate to the class and shall be simple, clear and free from mistakes both grammatical and factual.(v)Each book shall be properly illustrated so as to be attractive to the pupil of the relevant age.

43.

Suitable exercises shall be appended to lessons at proper places. The exercises shall be so framed as would encourage independent study by the students and would also awaken their power of imagination and the spirit of exploration.

44.

Each writer shall submit two copies of the manuscript for each book on a particular subject intended for a particular class.

45.

As the mention of the writer's name on the packet as sender may disclose his identity, each writer is advised to use a code name for the sender of the packet containing the manuscript.

46.

Further instructions, if any, to the writers regarding the manner in which the manuscript shall be prepared or submitted for consideration may be issued as a result of direction of the Government of Orissa or the Government of India or the Board of Primary Education, Orissa from time to time.

47.

The writers may not enter into correspondence with the office of the Committee or visit it personally or through representatives asking for information regarding the progress of the scrutiny of their manuscript, result, etc.

48.

The list of books finally selected along with the names of their writers shall be notified in the Orissa Gazette and local papers.

49.

The decision of Government as to the interpretation of these rules shall be final.

50.

In any case not provided for in these rules the matter shall be referred to Government for their decision. Appendix-I [See Rule 10] A. Matter to be printed on the smaller envelope

1. Subject

2. Class

(The entries below are to be made in the office of the Working Committee and not by the writer)

3. Serial number of the manuscript

4. The symbolical name used by the writer on his manuscript

B. Matter to be printed on the larger envelope

1. The symbolical name used by the writer on his manuscript

2. Subject

3. Class

(The entries below are to be made in the office of the Working Committee and not by the writer)

4. Serial number of the manuscript

5. The date when the manuscript has been received and entered in the Register

Appendix-II[See Rule 11]

Acknowledgement

No.....

Office of the Press, Preparation and Publication
Committee,Cuttack-2.

Received from of
.....P.O..... District..... the
following:

(1) A chalan for Rs. 10 (Rupees ten) only
bearing No. datedof Treasury/
Sub-Treasury for supplying syllabus, etc. His
application for them is numbered..... in
my Register.

(2) A sealed packet said to contain a manuscript
induplicate on (Subject)..... for class
.....to which has been allotted serial
number..... in my Register.

Date.....

Secretary Press, Preparation
and Publication Committee

Acknowledgement

No.....

Office of the Press, Preparation and Publication
Committee,Cuttack-2.

Received from of
.....P.O..... District..... the
following:

(1) A chalan for Rs. 10 (Rupees ten) only bearing
No.datedof Treasury/ Sub-Treasury for
supplying syllabus,etc. His application for them
is numbered in my Register.

(2) A sealed packet said to contain a manuscript
induplicate on (Subject)..... for class
.....to which has been allotted serial
number..... in my Register.

Date.....

Secretary Press, Preparation
and Publication Committee

Appendix-III[See Rule 18](This form should be put inside the smaller envelope by the writer)Application form to be used while submitting the manuscriptToThe SecretaryPress, Preparation and Publication Committee,Board of Education, Orissa, Cuttack-2I send herewith two copies of my manuscript as per details given below for selection as a text-book. I have read the Rules Regulating the Preparation and Publication of State Text-Books, 1963 and I undertake to abide by them.I further declare that I have not used any copyright material in my manuscript or where such copyright material has been used wholly or in part, I have obtained from the concerned author or publisher or their legal heirs necessary permission, which is enclosed herewith in original.Yours faithfullyWriterDate.....

1. Name given by the Writer to the manuscript

2. Subject

3. Class

4. The symbolical name used on the manuscript

5. Number of pages in the manuscript

6. Name of the writer or of the compiler

7. Enclose copy of the acknowledgment obtained from the Secretary

8. Name of the sender his full address

VillagePostDistrictAppendix-IV[See Rule 28]ConfidentialReport on the scrutiny of the manuscriptSubjectClassPlease record your answer to each question on the space below it citing examples with reference to the page number in support of your opinion.Q. 1. (a) The serial number of the manuscript(b)The symbolical name of the writer(c)Number of pages in the manuscript(d)Name given by the writer to the manuscriptQ. 2. (a) Has the manuscript been submitted according to the rules?(b)Has it been written according to the rules?(c)Does it conform to the requirements of the syllabus and of the synopsis?Q. 3. (a) Does it contain sufficient material for creating a scientific and technical bias?(b)Is there a variety of suitable topics?Q. 4. Does it contain matter which shall promote national integration?Q. 5. Are the language, the lessons and/or exercises properly graded?Q. 6. Are the language, style of writing and the presentation of subject-matter suitable for the class for which the book is intended?Q. 7. Is the book free from-(a)Factual mistakes?(b)Grammatical mistakes?(c)Spelling and punctuation errors?Q. 8. (a) Does the manuscript contain a sufficient number of pictures, charts, diagrams, etc., or indications regarding their preparation? (b) Are the pictures and illustrations suitable and attractive to the children of the age-group for whom they are intended?Q. 9. Is it free from such matters as would encourage casteism, communalism or hatred towards any religion?Q.10. Is the manuscript entitled to receive a reward either wholly or partly? If so, give reasons in support of your opinion. In case you

recommend part payment, mention the portions selected and the amount of award recommended.Q. 11. What addition, alteration or omission, if any, do you suggest in the manuscript you consider entitled to the reward ? Please give details.Q. 12. The position in order of merit which the Scrutiny Committee assigns to this manuscript.Q. 13. Signature of the members of the Scrutiny Committee

1.

2.

3.

4.

5.

Date.....Report of the Working Committee

1. Recommendation

2. Signature of the members with date

1.

2.

3.

4.

5.

6.

Date.....Appendix-VDeed of assignment[See Rule 32]This deed of assignment is made on the.....day of.....between (hereinafter called the 'author', which expression unless repugnant to the subject or context shall include his heirs, representatives and assigns) of the one part ; and the Governor of Orissa (hereinafter called the assigness which expression unless repugnant to the subject or context shall include his successors, representatives and assigns) of the other part;Whereas the author under the provisions of the Rules for the Preparation and Publication of State Text-Books, 1963 framed under Government of Orissa, Education Department Resolution No. 19471-E., dated the 20th August, 1963, submitted the manuscript the work entitled.....to

the Press, Preparation and Publication Committee; And whereas an award of Rupees..... has been paid to the author (the receipt of which the author hereby acknowledges); And whereas the author has agreed to assign his copyright in the said work to the State Government of Orissa and the assignee has agreed to purchase the same on the terms and conditions herein stated; And whereas the author is the compiler and absolute owner of the copyright in the manuscript entitled..... Now these presents witness and the parties hereby agree as follows:

1. The author warrants that the said work entitled..... is an original work and that he is the owner of the copyright therein and that he has not granted any interest in the copy-right by licence or otherwise to any person or firm whatsoever to print or publish the same and that the said work has not been published.

2. That in consideration of the award of Rupees..... the author hereby assigns and transfers all his rights, title and interest in the said manuscript of the work entitled as..... and in the unencumbered copyright thereof thereby conferring on the assignee the sole and absolute right and privilege of printing all the said manuscript of the work and all future impressions of the said work and to appropriate all the profits, benefits and advantages arising on accruing in respect of the use, publication or sale of the said work.

3. The assignee shall also have the right to add, alter, abridge or revise the manuscript of the said work or any part thereof.

In witness whereof the parties hereto have signed this deed on the dates respectively mentioned below their signatures.

Signature of the author

In the presence of -

Witnesses-

1.2.

Signature of the..... acting in the premises and on behalf the Governor.

Witnesses-

1.2.