

**GOVERNMENT OF INDIA  
DEPARTMENT OF PUBLICATION  
CIVIL LINES, DELHI – 110 054.**

Advt./

To,

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**Sub : Terms of Restricted Agency (for Agents of Probation) for the sale of Government Publications. Conditions during the period of Trial.**

Sir,

With reference to your application No. \_\_\_\_\_ dated \_\_\_\_\_ ,  
Restricted Agents are appointed on probation subject to the following terms & conditions:

- i) That you will sell Government Publications and Periodicals of the value not less than Rs.6,000/- each year, provided that the Government may relax this condition at its discretion on receipt of your application in this behalf.
- ii) That you will receive from this Department a commission of 20% on the sale of all Government Publications and periodicals on your duly complying with the terms and conditions thereof. However, the rate of commission will automatically be reduced to 15% if the sale of Government publications and periodicals by you falls short of Rs.6,000/-(Rupees Six Thousand Only) each year. If so required by the Department, you will submit to the Department a half yearly account of all such sales.
- iii) You will have to draw the books on demand from the Head Office of the Department after depositing the value of the books in cash in advance or by having a deposit account opened in your name with a minimum amount of Rs.1,000/-(Rupees One Thousand Only) by adjustment.
- iv) That you shall not sell or allow Government Publications and Periodicals to be sold at a price other than printed by the Controller of Publications.
- v) That you shall not be entitled to recover any extra charge over and above the printed price of Government Publications and Periodicals sold by you. This does not apply to the Postal / Freight charges etc. that you may charge for sending the publication to the indenters.
- vi) Defective / damaged copies of Publications and Periodicals will be accepted back if the defects / damages are pointed out and the publications and periodicals are returned to the Department within 10 days of the receipt of the publications.

- vii) During the period of this Agreement, the unsold copies in good condition will be accepted back in this Department if the same are returned with a period of six weeks from the date of receipt of the publications.
- viii) Notwithstanding anything herein continued, the Controller of Publications will have the option to terminate the restricted agency arrangement under the letter of agreement by serving on you 15 days of notice in writing at any time without being obliged to assign any reasons. Therefore, provided always that if the Controller of Publications determines that you have failed to discharge your obligations hereunder faithfully and duly or have committed breach of any of the conditions therein, the Controller shall have the right to cancel the restricted agency arrangement with immediate effect by giving you a written notice in this behalf.
- ix) If the Controller of Publications is satisfied that you have performed your obligations hereunder during the entire period of two years, the Controller shall have the option to appoint you as an agent on the regular basis provided you execute a formal agreement in favour of the President of India in the prescribed form.
- x) Nothing herein shall entitle you to any relaxation of the terms and conditions herein or to obtain an extension of the period of this restricted agency agreement beyond two years, or to be appointed as an agent on regular basis as mentioned in the preceding paragraph (ix) unless the Controller of Publications shall in his judgment so determines. In no circumstances shall you be regarded as an employee or servant under the Government by circumstances of or otherwise.

**CONTROLLER OF PUBLICATIONS**  
**For AND ON BEHALF OF THE PRESIDENT OF INDIA**

**GOVERNMENT OF INDIA  
DEPARTMENT OF PUBLICATION  
MINISTRY OF URBAN DEVELOPMENT  
CIVIL LINES, DELHI – 110054.**

**APPLICATION FOR THE GRANT OF AGENCY FOR THE SALE OF GOVERNMENT  
OF INDIA PUBLICATIONS.**

1. Business Name (in full):
2. Full Postal address:
3. Telephone No., If any:
4. District and State:
5. Nearest Railway Station:
6. Whether the Business is Proprietary,  
Partnership or Limited Company:
7. A) If the Business is Proprietary
  - i) Name of the Proprietor:
  - ii) \*Whether belong to Scheduled Caste / Scheduled Tribe  
Certificate to be enclosed.
- b) If the Business is Partnership
  - i) Whether it is registered or not
  - ii) Name of the Partners
    - a)
    - b)
- c) If the Business is Limited Company

Attach a copy of Memorandum and Article of  
Registration of Company.
8. How long have you been established in business Booksellers?

9. What other goods do you sell?
10. What kind of premises do you occupy for business purposes?  
What are the number of rooms and area?
11. Do you deal in Regional Language Publications also?  
If so, give the name of the language.
12. Do you deal in Magazine also?
13. If answer to 12 is 'YES', do you order Magazines?  
(A) For Counter Sale?  
(B) For sale through Hawkers?  
(C) By booking Direct or Subscription?
14. Do you already held an agency from Directorate of Publications  
Division, Ministry of Information and Broadcasting, New Delhi?
- 15\*\*. Please attach a reference from the Principal of recognized Higher Secondary School  
/ High School on his School letterhead to certify that he knows you as an  
established and Bonafide Booksellers.

**Signature**

**Designation**

**With Stamp of the Firm**

**\*If so, enclose Photostat copy of Certificate.**

**\*\*Not applicable to Scheduled Castes/Scheduled Tribes.**