

\*\*\*\*\*

Islamabad, 28<sup>th</sup> February, 2025

## NOTIFICATION

**No.F.2-1/2024-Textbook Review-NCC:** In pursuance of Federal Supervision of Curricula, Textbooks and Maintenance of Standards of Education Act, 1976, the Secretary, Ministry of Federal Education & Professional Training is pleased to approve revised Textbook Review Policy / Standard Operating Procedures (SoPs) for issuance of NOC for the Printing and Publication of Textbooks and for SRM, with immediate effect, as per details mentioned below:

**1. OBJECTIVES:**

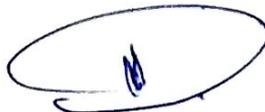
- i) Align textbook content with Student Learning Outcomes (SLOs) outlined in the National Curriculum of Pakistan (NCP) 2022-23.
- ii) Eliminate hate material and ensure compliance with Islamic injunctions and the ideology of Pakistan.
- iii) Promote 21<sup>st</sup> century learning standards, including peace, tolerance, harmony, and civic responsibility.
- iv) Ensure high-quality content and presentation of textbooks.
- v) Enhance inclusivity, gender sensitivity, and accessibility for diverse learners.

**2. CRITERIA FOR PUBLISHERS:**

- i) Have 2-3 years of experience in developing educational materials.
- ii) Be registered with the National Curriculum Council (NCC) Wing, Ministry of Federal Education & Professional Training (Mo FE&PT).
- iii) Employ a qualified panel of authors and subject specialists.
- iv) Own proper publishing infrastructure.
- v) Maintain valid NTN and pay applicable taxes.

**3. PROCEDURE FOR SUBMISSION OF TEXTBOOK/SUPPLEMENTARY READING MATERIALS (SRM):**

- i) Submit a registration application with a non-refundable annual fee of Rs. 10,000 to the Federal Treasury/Account.
- ii) Annex the following documents:
  - o Application / request on publisher(s) letterhead for each subject and grade addressed to the Head of NCC.
  - o One colored and three black-and-white copies of the manuscript.
  - o SLO Compliance Log (Form IA) and Textbook Review Criteria (Form 2A), downloadable from the NCC website.
  - o Declaration of compliance with suggestions, submission of review charges, and author representation during review meetings.
- iii) A declaration mentioning the following:
  - a. Payment of complete relevant charges after the first review meeting.
  - b. Incorporation of required suggestions/changes in the manuscript before issuance of NOC.
  - c. Presence of author or his representative if required by the review Committee(s).



#### 4. PROCEDURE FOR ISSUANCE OF NOC:

##### Composition of Review Committee:

Review committee comprising on the following:

- |      |   |   |                  |
|------|---|---|------------------|
| i)   | Head of Wing/Joint Educational Advisor/DEA(s)   | : | Chairman         |
| ii)  | Two working subject teachers (Public/Private) at appropriate level (one from private sector and one from public sector) | : | Members          |
| iii) | Assessment OR Curriculum Specialist   | : | Member           |
| iv)  | A Language Expert   | : | Coopted Member   |
| v)   | Desk Officer Concerned  | : | Member/Secretary |

##### ToRs of the Review Committee:

- i) Ensuring compliance of SLOs Log (Form 1B and Form 2B) available at ncc.gov.pk
- ii) Standards of the National Curriculum are complied in the manuscript in letter and spirit
- iii) Sequence and Scope of the contents is proper and acceptable
- iv) Vocabulary and terminology appropriate to the level/class are used and glossary of difficult words is added at the end.
- v) Language is simple and understandable and there are no language errors or conceptual mistakes in the manuscripts
- vi) The presentation of subject matter is proper and in the context that it stimulates creativity and analytical thinking and is within the comprehension level of the target group.
- vii) Diagrams, illustrations and photographs are appropriate and clear with proper labeling/description and are contextualized.
- viii) Linkage and application of concepts and skills in daily life is included
- ix) Assessment mechanism is incorporated/in built
- x) The manuscript is improved in line with the comments of Review Committee, if any

##### REVIEW PROCEDURE:

- i) **Preliminary Review:** Desk Officer ensures compliance with prerequisites and will assess general compatibility of the manuscript with NCP, constitution of committee with the approval of Head of NCC.
- ii) **All review meetings shall be conducted in the premises of NCC.**
- iii) **First Review (2-3 days):** Review Committee shall evaluate the manuscript and provide feedback. Publishers must submit revised manuscript(s) with proof (certificate) of corrections.
- iv) **Second Review (2 days):** Committee reviews revisions and provides final feedback. Desk Officer will ensure changes / suggestion incorporated in the manuscript
- v) If non-compliance persists, the manuscript is subject to a 01-month resubmission restriction.
- vi) **Super Review (2 days):** Ph.D. qualified subject experts shall evaluate the manuscript for final approval or further revision. The subject experts shall be different from first review committee members
- vii) **Final Decision:** The NCC decides to accept or reject the textbook based on recommendations. Rejections will include documented reasons, and publishers may reapply.
- viii) **NOC Validity:** Approved textbooks receive an NOC shall be valid for three years, subject to curriculum revisions. Changes to the curriculum may require re-evaluation.



5. **CERTIFICATE OF REVIEW:**

The review committees shall issue a certificate duly signed by every member confirming that the manuscript meets the required criteria.

6. **RESPONSIBILITY OF COST OF REIVEW:**

- i) The publisher shall be responsible for any ancillary vendors costs incurred for the meeting. Lump Sum charges of the review are as under:
  - o For textbooks from ECE to Grade 8: Rs.100,000/-
  - o For SRM from ECE to Grade 8: Rs.75,000/-
  - o For textbooks from grade 9 to 12: Rs.130,000/-
  - o For SRM from grade 9 to 12: Rs.75,000/-
- ii) One Officer / Accounts Officer from the NCC shall be nominated to collect and disburse the amount on account of review charges to the respective reviewers with the approval of Director/Head of NCC.
- iii) The Review charges for Pre-school to VIII shall be Rs.3000 per day for each reviewer and Rs.4000/- for Grade IX-XII. Lunch / refreshment / tea / stationery will be provided to the reviewer (s) upto Rs.1000/- per day for each review.
- iv) The publishers shall be informed regarding each meeting time, venue and the number of experts. Desk officer shall submit the review fee challan containing the account details of the committee members and the ancillary expenditures including the review charges (review charges, stationery and lunch/tea) to the authorized officer of NCC.
- v) The authorized officer shall issue the challan to the publishers and ensure the receipts from the publisher.
- vi) No desk officer or any officer / staff of the NCC shall be entitled to receive any amount on account of review charges
- vii) The remaining amount, if any, shall be deposited in the Federal Treasury / Account and the Finance Division shall be requested to allocate the amount (remaining amount, registration fee & NOC issuance fee) in the annual budget of NCC on the head of miscellaneous expenses.

7. **COMPLAINT REDRESSAL:**

In case of any complaint received from any quarter regarding the quality and relevance of content, the NCC may constitute a special review committee to examine and scrutinize the complaint after listening to both the parties. Such a special review committee shall be constituted on a case-to-case basis, keeping in view the nature of the complaint. The decision of the committee will be binding upon the publisher.

8. **REVIEW STANDARDS AND GUIDELINES:**

- i) The NCC has issued detailed guidelines for the reviewers to enable the review process to be conducted in a fair and transparent manner, in line with the objectives of the curriculum
- ii) Private schools will have autonomy to choose any of the textbooks, duly approved by the National Curriculum Council Wing suited to their needs.
- iii) Separate NOCs and review charges shall be applicable if subjects are combined in one textbook such as ECE, History and Geography combined as Social Studies.
- iv) For language of the textbooks, guidelines issued through letter 'Language of Textbooks - Extended Range' as per letter No. F.4 (5) 2015-(NCC) dated February 4, 2022 by the Ministry of Federal Education and Professional Training. This range is available on [ncc.gov.pk](http://ncc.gov.pk)

9. **POST-PUBLICATION:**

Publishers shall also submit 05 copies of each publication to the NCC for post-publication review. A feedback portal shall allow teachers, students, and parents to share insights on approved textbooks. NCC shall use this feedback for continuous improvement and future reviews.



## 10. PUBLICATION OF SUPPLEMENTARY READING MATERIALS:

- i) For publication of any supplementary reading material in any language, no reviews are required and the entire responsibility of such material rests with the publisher. There is no language restrictions for SRMs or additional material including additional books.
- ii) For publication of any supplementary reading material in any language (if prescribed for any class) then reviews required to ensure the following:
  - There is nothing repugnant to the spirit of Constitution or Islamic Republic of Pakistan.
  - There is no bias against any religious, cultural, or social group.
  - The material does not contain any text, illustration or pictures that clash with the local values and norms.
  - The material is sensitive about inclusion in all respects.
  - There is nothing against organs, institutions, personalities, and policies of the state.
  - The text is age appropriate
  - Name of Hazrat Muhammad ﷺ shall be written in the textbooks/SRMs as per the notification No. F.1(1)/AD(Isl)/2016 dated 21st August 2020 issued by Ministry of Religious Affairs & Interfaith Harmony Government of Pakistan. The Quranic text used in the textbooks/SRMs is aligned with the edition of the Holy Quran published by Anjuman Himayat e Islam Lahore.

## 11. ITEMS OF SPECIAL CONSIDERATION:

The publishers are further directed to ensure that the following government directions are adhered to:

- i) Name of Hazrat Muhammad ﷺ shall be written in the textbooks/SRMs as per the notification No. F.1(1)/AD(Isl)/2016 dated 21st August 2020 issued by Ministry of Religious Affairs & Interfaith Harmony Government of Pakistan. The Quranic text used in the textbooks/SRMs is aligned with the edition of the Holy Quran published by Anjuman Himayat e Islam Lahore.
- ii) Usage of authentic maps of Pakistan duly approved by Survey of Pakistan.
- iii) Any orders / instructions to be issued time to time.
- iv) The **NOC issuance fee per title is Rs. 5,000/-** is to be deposited into the federal treasury / account.
- v) NCC issued NOCs include an identification number and QR codes for verification.
- vi) A special number be issued for NOC which will depict its genuineness through QR code.

2. This issues in supersession of notification No.f.1-1/2017-NCC dated 30<sup>th</sup> June, 2022 issued in this regard.

3. This notification may be downloaded from [ncc.gov.pk](http://ncc.gov.pk).

  
(Imran Ahmad Khan)  
Assistant Educational Advisor  
051-9265670

The Manager,  
Printing Corporation of Pakistan Press,  
Islamabad/Karachi

**Copy for Information:**

1. The Chairman, Federal Board of Intermediate & Secondary Education, Islamabad
2. The Director General, Federal Directorate of Education, Islamabad
3. The Director General, Federal Government Educational Institutions, Cantt. & Garrisons, Rawalpindi
4. The Chairperson, Private Educational Institutions Regulatory Authority, Islamabad
5. The Managing Director, National Book Foundation, Islamabad
6. The Director General, Army Public Schools & Colleges System, Rawalpindi
7. The Director, Naval Education, Islamabad
8. The Director, Fazaia Teachers Training Institution, Islamabad
9. Publishers / Printing Agencies
10. All Concerned

**Copy to:**

1. SPS to Secretary, Ministry of FE&PT, Islamabad
2. SPS to Additional Secretary, Ministry of FE&PT, Islamabad
3. SPS to Senior Joint Secretary, M/o FE&PT, Islamabad
4. APS to Joint Educational Advisor, FE&PT, Islamabad
5. APS to Director, NCC, M/o FE&PT

  
(Assistant Educational Advisor)