 <p>National Council for Promotion of Urdu Language</p> <p>SCHEME DOCUMENT</p>	Doc. No. : SC-02
	Issue No. : 05
	Issue Date : 05 March-2018
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<b>Title: SCHEME OF FINANCIAL ASSISTANCE FOR THE PUBLICATION OF MANUSCRIPTS</b>	

## 1. Types of Manuscripts :


Under this scheme publication of following type of manuscripts is considered for financial assistance:

- 1.1 Reference books, books of knowledge, Criticism, Anthologies, Bibliographies, Dictionaries, Literature and books written for children.
- 1.2 Descriptive catalogues of rare manuscripts in such format as may be prescribed by the NCPUL, with a print order not exceeding 500.
- 1.3 Self-instructors for a language written in other language media.
- 1.4 Original writings on Linguistic, Literary, Indological, Social, Anthropological and cultural themes.
- 1.5 Critical edition and/or publication of old manuscripts with or without translations (in other Indian languages or English)
- 1.6 (a) Translation and publication in an Indian Language or in English, of books on themes listed in (1.4) originally published in another Indian or foreign language.  
(b) The translation of children's literature from other languages into Urdu.
- 1.7 Transliteration and publication of classics from one Indian language into another Indian language with or without translation.
- 1.8 Reprints/revised editions of rare books published more than 30 years ago and remaining out of print.
- 1.9 Any other kind of publication as may be individually accepted as conducive to the promotion of Urdu language, literature and culture.
- 1.10 The dissertations submitted for award of M. Phil., Ph.D. etc. are not covered under this scheme.

The NCPUL may, after obtaining such advice, as may be necessary, commission individual scholars, universities and registered voluntary organizations, to undertake the production of literature of the kind listed above, subject to the provisions of the scheme.

## 2. Extent of Financial Assistance :

- 2.1 80% of approved estimate of 500 prints (copies) subject to a maximum of Rs.75,000/- ordinarily whichever is less.
- 2.2 The grantee/voluntary organization is required to furnish the bills of expenditure incurred on the publication as per prescribed Performa.

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<b>Title: SCHEME OF FINANCIAL ASSISTANCE FOR THE PUBLICATION OF MANUSCRIPTS</b>	

### 3. Eligibility :

- 3.1 Voluntary organization/societies/charitable endowments/ trusts which are registered under the relevant Central or a State Laws prevalent for the time being, as well as individuals who are authors, editors, translators or those who intend to publish the book in question and hold the copyright thereof, excluding commercial publishers, are eligible to apply for assistance.
- 3.2 In one financial year only one manuscript/one volume of an author may be considered for assistance.

### 4. Submission of Application :

- 4.1 The application Performa, accompanied by the relevant documents shall be submitted to the NCPUL.
- 4.2 Where the proposal involves a publication/reprint/revised edition, one copy of the manuscript/old edition should be sent with the application, ensuring that the applicant retains a master copy with him. Also, descriptive list of the previous publications (if any) brought out by the applicant should be sent, besides a project report indicating the title theme-content and the positional value of the proposed publication in the field to which it relates, the professional competence, the financial and establishment support available for the project etc.
- 4.3 The application may be submitted from 1<sup>st</sup> May to 31<sup>st</sup> May and 1<sup>st</sup> September to 30<sup>th</sup> September of every year, on prescribed Performa along with required documents for consideration.

### 5. Mode of payment and other information:

- a) The financial assistance shall be reimbursed after submission of 25 copies of printed book along with printing bills/vouchers by the applicant subject to following conditions:
  - i) The listed price of the book/ publication brought out with assistance under the scheme shall be determined with the prior approval of the NCPUL.
  - ii) The title page of each of the publication shall bear the following words :

“This book has been published with the financial assistance of the National Council for Promotion of Urdu Language. The contents of this book is not compulsory to agree by the Council ”.

## APPLICATION FORM FOR PUBLICATION OF MANUSCRIPTS

**The Director**

National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan  
FC-33/9, Institutional Area  
Jasola, New Delhi-110 025

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Photograph

Sir,

I submit herewith an application for manuscript under the scheme of “**Financial Assistance for Publication of Manuscript**”. Details are as follow:

1. Name of the applicant with full address : .....  
(Attach a copy of Bio-data in case of individual)
2. (a) Title and source of translation  
(in case of Descriptive Catalogues  
of manuscripts, give full details of the  
manuscripts with thematic classification) : .....
- (b) Number of volumes the book is  
proposed to be published. : .....
- (c) If a multi-volume publication, indicate  
the volume number(s) for which financial  
assistance is sought. : .....
- (d) Number of pages the Mss is  
proposed to be published. : .....
3. Thematic content of the proposed publication: .....
4. If the present request is in respect of the  
second edition or a reprint , what is the date  
of the publication of first edition. ....
5. Status of the applicant  
vis-à-vis the proposed publication?  
(author/editor/translator/publisher) : .....
6. Position of copyright in respect  
of the proposed publication? : .....
7. Production Cost (500 copies at prescribed rates): .....
8. I/We certify that the particulars given above are correct to the best of my/our knowledge and belief also certify that the master copy of the manuscript (for a new publication)/old edition (for a proposed reprint) is available with the applicant. I also certify that declaration format as appended ‘A’ will be furnished after the proposal is accepted by NCPUL.

**(Signature)**

Name (Capital letter) : .....

Pen Name (if any): .....

Bank A/c Name: .....

Address : .....

Contact No. : .....

Email ID : .....

Office Seal : .....

**Note :** During one financial year only one scheme/one volume of the title under the GIA schemes will be considered. Application of more than one scheme/one volume of the title from the same applicant will be liable to be rejected. Please read NORMS carefully before filling the Form.



National Council for Promotion of Urdu Language

SCHEME DOCUMENT

Doc. No. : SC-03

Issue No. : 05

Issue Date : 5-Mar-2018

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**Title: SCHEME OF BULK PURCHASE OF BOOKS / PERIODICALS / JOURNALS**

**Norms :**

1. Under the scheme following type of books are considered for financial assistance :
  - 1.1 Reference books, books of knowledge, Criticism, Anthologies, Bibliographies, Dictionaries, Literature, Creative Literature and children literature etc.
  - 1.2 Descriptive catalogues of rare manuscripts.
  - 1.3 Self-instructors for a language written in other language media.
  - 1.4 Original writings on Linguistic, Literary, Ontological, Social, Anthropological and cultural themes.
  - 1.5 Critical edition or publication of old manuscripts with or without translations (in other Indian languages or English)
  - 1.6 (a) Translation and publication in an Indian Language or in English, of books on themes listed in (1.4) originally published in another Indian or foreign language.  
(b) The translation of children's literature from other languages into Urdu.
  - 1.7 Transliteration and publication of classics from one Indian language into another Indian language with or without translation.
  - 1.8 Any other kind of publication as may be individually accepted as conducive to the promotion of Urdu language, literature and culture.
  - 1.9 The dissertations submitted for award of M. Phil., Ph.D. etc. are not covered under this scheme.
2. Besides that the books for which recognition has been given by way of State awards in cash or through citation shall also be eligible for this purpose.
3. Books published within three years i.e. previous two years & current year, may be considered under this scheme.
4. Proposals for Bulk Purchase of periodicals / journals in Urdu language registered with Registrar Newspaper of India (RNI) published in a minimum of 500 copies shall be eligible under the scheme. In addition the periodicals rated very high academically or serving particular areas of knowledge shall also be purchased under the scheme.
5. The purchase of periodicals / journals covering pedagogical, cultural, literary and scientific aspects shall be preferred.
6. The periodical should have been in publication regularly for more than 12 months prior to the application for assistance.



National Council for Promotion of Urdu Language

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Issue Date : 5-Mar-2018

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**Title: SCHEME OF BULK PURCHASE OF BOOKS / PERIODICALS / JOURNALS**

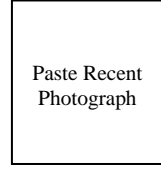
**Extent of Assistance :**

1. A maximum number of 150 copies of a book / journal may be purchased in one year subject to a maximum of Rs. 30,000/- for creative writing and Rs. 45,000/- for rest of the books and Rs.45,000/- for periodicals/journals. In addition to, if the price of the book is upto or less than Rs. 100/- than quantity of the book may be purchased upto 300 copies.
2. The requests for the purpose (to be made as in the enclosed form) shall be submitted direct to the NCPUL by individual authors/editors/translators/voluntary organizations/universities/ non-profitable publishers/ trusts holding the copyright, excluding commercial publishers, alongwith two copies of a book/journal which shall not be returned nor counted in placement order.
3. A book for which financial assistance has been received from any other source (Government, Semi-Government or Autonomous Body) shall not be eligible.
4. Only one book of an author shall be purchased in one financial year.
5. The reprints of books already purchased under this scheme are not eligible. However, the revised edition with substantial changes of the same book shall fall under the scheme.
6. As and when the decision to purchase the approved number of copies of book/journal is communicated by the NCPUL to the applicant, the latter shall also be provided with a list of libraries/institutions and persons to whom the copies in the numbers specified shall be dispatched by the registered parcel by the applicant. Bills accompanied by the postal receipts (in original) shall be submitted by the applicant for processing of payment. Expenses on registered parcel shall also be borne by NCPUL.
7. The application may be submitted from 1<sup>st</sup> May to 31<sup>st</sup> May and 1<sup>st</sup> September to 30<sup>th</sup> September of every year, on prescribed Performa along with required documents for consideration.

**APPLICATION FORM FOR BULK PURCHASE OF BOOKS / PERIODICALS/ JOURNALS**

**The Director**

National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan  
FC-33/9, Institutional Area  
Jasola, New Delhi-110 025



Sir

I submit herewith an application for books/periodicals/journals under the scheme of **“Bulk Purchase of Books/Periodicals/Journals”**. Details are as follow:

1. Title of the Book/Journal : .....
2. Volume Number (if more than one volume) : .....
3. Name of the author/editor : .....
4. Theme content of the book/journal : .....
5. Language in which written : .....
6. a) Year of Publication : .....
- b) When the journal was started : .....
- c) Whether the journal registered with RNI : .....
- d) How many copies of the journal is being published : .....
7. Is this an original work or translation? : .....
8. If this is translation, Please indicate the source language(s) of translation : .....
9. If the book is reprint/ revised edition, Indicate the year(s) of previous issue(s) : .....
10. Listed price as printed on the book : .....
11. Total cost of production of the book and number of copies printed : .....
12. Is the applicant author/editor/publisher of the book? : .....
13. Indicate the full name and address of the holder of the copyright of the book : .....
14. If the copyright is held by someone other than author, give the full name and address of the copyright holder : .....

15. Has the Union Department of Education (or a State/UT Govt.) provided any financial assistance for publication of the book? If so, furnish details, indicating the percentage & amount of financial assistance and date of release of grant along with Ministry's relevant letter : .....

16. Has the Union Department of Education (or a State/UT Govt.) purchased copies of this book earlier? If so, furnish details, indicating the number and date of the Ministry's relevant letter : .....

I/we certify that the particulars given above are correct to the best of my/our knowledge and belief. I also certify that declaration format as appended 'A' will be furnished after the proposal is accepted by NCPUL.

**(Signature)**

Name (in Capital) : .....

Pen Name (if any) : .....

Bank A/c Name: .....

Address : .....

.....

Phone No. : .....


Fax No. : .....

Email ID.: .....

Date : .....

Office Seal : .....

**Note :** During one financial year only one scheme under the GIA schemes will be considered. Application of more than one scheme from the same applicant will be liable to be rejected. Please read NORMS carefully before filling the Form.

	National Council for Promotion of Urdu Language  SCHEME DOCUMENT	Doc. No. : SC-05
		Issue No. : 05
		Issue Date : 05 March-2018
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<b>Title: SCHEME OF FINANCIAL ASSISTANCE FOR SEMINARS/ CONFERENCES/ WORKSHOPS/MUSHAIRA</b>		

1. Financial Assistance is provided to registered NGOs for organising of Seminar/Conference/Workshop on topics related to Linguistic, Literature, Culture and Cultural Heritage associated with Urdu language.

**2. Extent of Financial Assistance :**

- |                                |                    |
|--------------------------------|--------------------|
| 1. Local/District Seminar      | upto Rs.37,500/-   |
| 2. State Level Seminar         | upto Rs.75,000/-   |
| 3. National Level Seminar      | upto Rs.1,50,000/- |
| 4. International Level Seminar | upto Rs.4,50,000/- |

Following items of expenditure shall be admissible under the scheme :

- (i) Rent of venue.
- (ii) TA/DA of participants subject to IInd AC railway fare.
- (iii) Honorarium of scholarly papers @ Rs. 1000/- per paper.
- (iv) Miscellaneous/ contingency expenditure.

The grant shall be released in two equal installments. Second installment shall be released after the receipt of report on deliberation, list of actual participants and utilization certificate from the grantee institution/organization.

The articles/materials, presented in the seminar/conference/workshop will be the property of the NCPUL.

**3. Eligibility :**

- 3.1 Voluntary organization/societies/charitable endowments/ trusts which are registered for last three years under the relevant Central or a State Laws prevalent for the time being, are eligible to apply for assistance.
- 3.2 Voluntary organization/societies/charitable endowments/ trusts should be registered with the NITI Aayog NGO portal Darpan <http://ngodarpan.gov.in>.

**4. Submission of Application:**

The application may be submitted from 1<sup>st</sup> May to 31<sup>st</sup> May and 1<sup>st</sup> September to 30<sup>th</sup> September of every year, on prescribed Performa along with required documents for consideration.



**APPLICATION FORM FOR SEMINAR/CONFERENCE/WORKSHOP**

**The Director**

National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan  
FC-33/9, Institutional Area  
Jasola, New Delhi-110 025

Sir

I submit herewith an application for Seminar/Conference/Workshop under the scheme of financial assistance for “**Seminar/Conference/Workshop**”. Details are as follow:

1. Name of the applicant with full address : .....  
(attach a copy of Bio-data in case of scholar) : .....  
: .....
2. Topic of Seminar/Conference/Workshop : .....
3. A detailed note on the topic : .....  
(attach a separate sheet)
4. Proposed date and Venue : .....
5. No. of participants : .....  
(attach the complete list of participants  
with professional status, full address and  
Telephone/Fax No.)
6. No. of Scholarly papers to be presented : .....
7. **Estimated Expenditure**
  - (i) Rent for Venue : .....
  - (ii) TA/DA for participants limited to 50 : .....
  - (iii) Honorarium for scholarly papers : .....
  - (iv) Contingency : .....
- TOTAL** : .....
8. Amount of Financial Assistance required : .....

**For Voluntary Organization/Societies/Trusts**

1. Name of NGO/VO/Society/Trust with complete address : .....
2. Name of Chief Executive/ Functionary with Tel.No./Mob./Fax/E-mail : .....
3. (a) Registration Number with Date/Year and Act in which registered (enclose a copy of Registration Certificate also) : .....
- (b) Unique ID No. of NGO as generated in <http://ngodarpan.gov.in> (enclose a copy of Unique ID Number) : .....


**(Signature)**

Name ( in Capital) : .....

Address : .....

Office Seal : .....

**Note : Please read NORMS carefully before filling the form.**

 <p>National Council for Promotion of Urdu Language</p> <p>SCHEME DOCUMENT</p>	Doc. No. : SC-06
	Issue No. : 04
	Issue Date : 5-Mar-2018
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<b>Title: SCHEME OF FINANCIAL ASSISTANCE FOR PROJECTS</b>	

1. National Council for Promotion of Urdu Language may, suo motu or at the request of authors/experts, commission academic projects and field studies including the following :

- (i) Books of reference including encyclopedia, books of knowledge, compilation of anthologies, bibliography and dictionaries (in one or more languages) an annotated edition.
- (ii) Descriptive Catalogues of rare manuscripts in such format as may be prescribed by the NCPUL.
- (iii) Original writings in Urdu on linguistics, literature and studies in indological, social, anthropological and cultural themes.
- (iv) Publication of old manuscripts with or without translation.
- (v) Transliteration of world classics from one Indian language into Urdu.
- (vi) Books on contemporary ideas in Science, Arts and Social Science.
- (vii) Comparative literature
- (viii) Any other kind of activity as conducive to the promotion of Urdu language.
- (ix) Area Surveys (Linguistics, Database)

2. **Eligibility :**


- (i) Individual scholars of eminent/research scholars are eligible to apply for assistance under the scheme.

3. **Submission of Application :**

- (i) The application for assistance may be submitted from 1st May to 31<sup>st</sup> May and 1<sup>st</sup> September to 30<sup>th</sup> September of every year, on the prescribed Performa along with required documents for consideration.
- (ii) Where the proposal involves a publication, reprint, revised edition, one copy of the manuscript may be sent along with the application, ensuring that the applicant retains the master copy with himself.

4. **Conditions of Grant :**

The grantee shall execute an agreement in prescribed Performa prior to drawl of the first installment of the sanctioned grant to the effect that the work to be undertaken shall be completed within stipulated time or the time line approved by the NCPUL, and that the grant shall be utilized only for the purpose for which it is sanctioned.

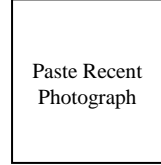
 <p>National Council for Promotion of Urdu Language</p> <p>SCHEME DOCUMENT</p>	Doc. No. : SC-06
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<b>Title: SCHEME OF FINANCIAL ASSISTANCE FOR PROJECTS</b>	

5. Finance assistance on these projects will be admissible under the following heads :
  - i) Rs. 75,000/- as an honorarium for projects.
  - ii) Rs. 15,000/- for travel
  - iii) Rs. 15,000/- for contingency including stationery, postage, photocopy etc. and books purchased for the project.
  - iv) Subject to minimum 250 to 300 pages.
6. Project will be completed within time limit i.e. two years fixed by the Council. At the end of the project, books or any other non-consumable items purchased for the project will be handed over to the Council.
7. NCPUL will sanction the project indicating the total expenditure likely to be incurred on the project, which may be released in suitable installments depending on the progress of the project.
8. After receipt of manuscript of project, it will be vetted by the Expert Committee. Subsequent/final grant will be released on the recommendation of this committee.
9. The account and UC in respect of total expenditure on the project shall be certified by the Chartered Accountant at the end of the project but before the last installment of grant is released related originals i.e. bills/vouchers/receipts documents from the calligrapher, proofreader, press, paper merchant, binder etc. should be submitted wherever required for payment.
10. After completion of the project the said manuscript will become the property of the NCPUL and may be published if later so desires

**APPLICATION FORM FOR THE PROJECT**

**The Director**

National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan  
FC-33/9, Institutional Area  
Jasola, New Delhi-110 025



**SUBJECT :** Application for financial assistance for the project entitled \_\_\_\_\_  
\_\_\_\_\_ regarding.

Sir,

I/we submit herewith an application regarding the subject cited above. Necessary details are as follows:

1. Name of the Principal Investigator : .....
2. Status  
(Whether the applicant is an Organization /  
Institution affiliated to any other  
Organization or an Individual) : .....
3. (a) Registration No. and date (enclose a copy  
of Registration Certificate), in case  
of organization : .....
- (b) ID No. of NGO (as generated in  
<http://ngodarpan.gov.in>) : .....
4. Particulars of the applicant : .....
- (a) Functions of the applicant organization  
(A detailed note on activities and copy  
of memorandum of association) : .....
- (b) Bio-data (in case of Individual  
applicant, a copy of bio-data may  
be enclosed) : .....
5. Nature, title and language of the proposed  
project (incase of manuscripts, full details  
with thematic classification be given on a  
separate sheet) : .....
- (i) Number of volumes of the work to be  
published. : .....
- (ii) If a multi-volume project, indicate the  
volume number(s) for which financial  
assistance is sought. : .....

6. Thematic Content of the project  
(Separate Sheet may be enclosed) : .....
7. Is it a first edition /reprint/translation  
(incase of a reprint, date of first edition  
be given) : .....
8. Position of copyright of the proposed  
publication for translation work : .....
9. Details of estimated expenditure
- (i) Honorarium : .....
- (ii) Travel : .....
- (iii) Contingencies : .....
- (iv) Cost of publication with details : .....
- GRAND TOTAL** : **Rs.** .....

I/We certify that the particulars given above are correct to the best of my/our knowledge and belief.

**(Signature)**

Name (Capital letter) : .....

Pen Name (if any): .....

Bank A/c Name: .....

Address : .....

Contact No. : .....

Email ID : .....

Office Seal : .....

**Note :** During one financial year only one scheme under the GIA schemes will be considered. Application of more than one scheme from the same applicant will be liable to be rejected. Please read NORMS carefully before filling the Form.