

APPLICATION FORM FOR PUBLICATION GRANT

Request under the scheme of Financial Assistance for Publication in Hindi

From

.....
.....
.....

Station

Date

To

The Director,
Central Hindi Directorate,
West Block No. 7, R.K. Puram,
New Delhi-110066

Sir,

I submit herewith an application (in duplicate) for a grant under the scheme of Financial Assistance for PUBLICATION in HINDI. This is for PUBLISHING the book entitled.....

2. I certify that I have read the rules of this scheme and on behalf of the Management (in case of voluntary organisations) I undertake to abide by them.
3. I certify that I am competent to sue and be sued in the name of the applicant voluntary organisation in accordance with its registered Memorandum of Association and Rules.
4. I further certify that the proposed manuscript is unpublished (excluding proposal for reprint) and it has neither been submitted anywhere for grant nor will it ever be submitted anywhere for the same till the final disposal of this case by the Central Hindi Directorate.

Yours faithfully

(Signature)
Name (in capitals)
Designation
Office Stamp

(Para 6.1 of the scheme)

(To be submitted in duplicate, information to be furnished below for each entry)

**GOVERNMENT OF INDIA
CENTRAL HINDI DIRECTORATE
DEPARTMENT OF HIGHER EDUCATION
MINISTRY OF HUMAN RESOURCE DEVELOPMENT**

Scheme of Financial Assistance for PUBLICATION IN HINDI

APPLICATION

1. Name of the applicant (status to be specified *i.e.*, whether the applicant is an individual or an organisation/institution affiliated to any other organisation or independent in itself, whether registered or not).
2. (a) Title and name of the author of the proposed publication (in case of Descriptive catalogues of manuscript, give full details of the mss, with thematic classification).
(b) In how many volumes in all is the book to be published ?
(c) If a multy-volume publication, indicate the volume number for which financial assistance is sought.
3. Thematic content of the proposed publication
4. Is the present request in respect of the first edition or reprint ? If a reprint, what is the date of the first edition ?
5. What is the status of the applicant *vis-a vis* the proposed publication ? (author/editor/ translator/publisher)
6. What is the position of copyright in respect of the proposed publication ?
7. Total estimated expenditure for the publication to be limited to :—
 - (a) Print order of 500 copies for catalogues of rare manuscript
 - (b) Print order of 1100 copies for other publication

PRODUCTION COST

- (a) (i) No. of volumes in which the book is to be published
- (ii) Estimated No. of printed pages (volume-wise)
- (iii) Size of the book
(Note: The following should be filled in separately for each volume in case of multi-volume publication)

- (b) Composing of Text matter **(printed areas)**
- (i) Photo composing of Text Rs.
- (ii) Plate Making Rs.
- (iii) Diagrams Rs.
- (iv) Colour Rs.
- Total cost of composing** Rs.
- (c) Proof-reading/vetting charges Rs.
- (d) Cost of printing of Text (letter-press or offset) Rs.

(e) **Cost of paper**

Variety of paper/size	Weight	Rate per Ream	Total Cost (Rs.)
Cream wove			
Map litho			
Art paper			
Any other variety			
Total cost of printing paper of text			Rs.

- (f) Cost of cover paper, cover printing
- (g) Cost of cover paper
- (i) Art Card
- Pulp Board
- (ii) Cover designing
- (iii) Processing and Plate-making etc.
- (iv) Cost of Printing of cover
- Total cost of paper** Rs.

- (h) Binding
- (i) Style of binding (paper back/hard bound/and others). Rs.
- (ii) Total binding cost @ Rs. per copy forcopies Rs.
- (iii) Packing and forwarding charges Rs.
- Total cost of binding** Rs.

- (i) Generation cost
- (i) Author's/Editor's/Translator's honorarium Rs.
- (ii) Typing/Calligraphy Charges @ Rs. Rs.
per page forpages

Grand Total Rs.

- 8. Amount of Government of India grant sought under the scheme.
- 9. Source(s) from which the balance of expenditure would be met.
- 10. Are suitable facilities for undertaking the publication available with the applicant? Please indicate these in details.
- 11. The time required reckoning from payment of the first installment of the grant (if approved) to bring out the publication.
- 12. Value of the assets of the organisation/ institution
 - (a) Building(s)
 - (b) Furniture
 - (c) Equipment
 - (d) Library Books
 - (e) Any other kind

Total Rs.

- 13. Details of financial assistance received during the last five years from the Central and State Government/other Public authorities.
 - (a) Year
 - (b) Grant received
 - (c) Purpose
 - (d) Name of the sanctioning authority
- 14. Whether a request for financial assistance has been made to the Govt. of India earlier for this purpose? If so, with what result.
- 15. Brief description of the activities of the applicant organisation.

16. A list of papers/statements to be attached (in duplicate).
- (a) Information note/Brochure/Prospectus of applicant.
 - (b) If the applicant is an organisation the constitution of the Board of management with particulars of each member, also an attested copy of the Registration Certificate.
 - (c) The latest available annual report.
 - (d) The audited accounts for the last year with a copy of the certified balance sheet.
 - (e) In case of publication work, two copies of the manuscript together with the author's/ copyright holder's certificate authorizing its publication by the applicant. In case of a compilation by an auditor, no objection certificate from the co-writers should also be attached .

I/We certify that the master copy of the manuscript (for new publication)/old editon (for a proposed reprint) is available with the applicant. I further understand that the department of Higher Education may decline my request without indicating the reasons thereof . I/We further certify that the information, as furnished above, is true to the best of my knowledge and belief.

Signature

Name (in capitals)

.....
Designation.....

Office seal

List of enclosures :—

1. Two well bound copies of concerned manuscripts.
2. No objection certificate by the applicant from the author (if author is not an applicant).
3. Audited account of last three years, if applicant is an organisation.