



National Council for Promotion of Sindhi Language (NCP SL)
Financial Assistance for Publication
(F.Y. 2013-2014)

1. INTRODUCTION

The National Council for promotion of Sindhi Language will administer during the Plan periods the following schemes for providing Limited financial assistance to individuals and voluntary organizations for publication of books etc. as one of the modalities for promotion of Sindhi Language.

2. OPERATIONAL CRITERIA

The scheme would be operated for Sindhi Language as indicated below :

3. EXTENT OF ASSISTANCE

- 3.1 The assistance sanctioned under the Scheme shall not exceed 80% (eighty per cent) of the total approved expenditure for the publication in question, and 100% for Descriptive catalogues of rare manuscripts. For this purpose, a print-order limited to 500 copies for Descriptive Catalogues and for other publications.
- 3.2 Such expenditure may provide (where no permanent establishment exists) for honorarium for the author/editor/translator, preparation of manuscript (including calligraphy/typing), cost of paper, proofreading and vetting, printing and binding. Building rent, travel expenses, equipment (like typewriter) and furniture, postal expenses etc. shall not be admissible.
- 3.3 Assistance shall not be considered for meeting previous liabilities or debts as such, or to cover a prospective budget deficit or shortfall in the grants-in-aid admissible from a Government Source.
- 3.4 Any decision in regard to approved expenditure shall totally rest with the Council.
- 3.5 The total approved estimate of expenditure shall first be reduced by the quantum of assistance approved/paid for the same project from any other source of public funds such as another department of the Central Government/ a State Government/ a local public authority/ a quasi-Government/ a autonomous body of the Centre or of a State, before deciding the amount of assistance to be provided under the Scheme.
- 3.6 The requests which qualify under the schemes shall be considered on merits taking into account the recommendations of the Grants Committee provided the Chairman of the Committee shall be competent to approve of a fresh grant in appropriate/urgent cases subject to reporting of such decision(s) in the next meeting of the Committee.



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4. SCOPE OF ASSISTANCE

The following kind of Publications qualify for consideration under the scheme:

- 4.1 Books of references like encyclopedias, books of knowledge, anthologies and compilations, bibliographies and dictionaries;
- 4.2 Descriptive catalogues of rare manuscripts in such format as may be prescribed by the Council, with a print order not exceeding 500;
- 4.3 Self-instructors for Sindhi Language written in other language media;
- 4.5 Original writing on linguistic, literacy works fiction, drama, poetry, Ideological, Social, Anthropological and Cultural themes;
- 4.6 Critical edition and/or publication of old manuscripts with or without translations (in other Indian Languages or English);
- 4.7 Translations and publications in Sindhi language of books on themes listed in (iv) originally published in another Indian or foreign language;
- 4.8 Translation and Publication of classics from one Indian language into Sindhi;**
- 4.9 Reprint/revised edition of rare Sindhi books published more than 30 years ago and remaining out of print;**
- 4.10 Any other kind of publication as may be individually accepted as conducive to the promotion of Sindhi Language.**

5. ELIGIBILITY

- 5.1 Voluntary organizations/societies/charitable endowment/Trusts which are registered under the relevant Central or a State Act 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) shall be eligible to apply for assistance.**

Provided that the applicant organization is not of the kind as is registered/incorporated or functions in a manner that profits of any kind arising from its activities are distributed among its members or shareholders in the form of bonus or dividend.



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- 5.2 The academics and organizations set up, registered and funded by the State Governments for purpose of promotion of the languages, shall also be eligible to apply. Likewise, the universities shall be eligible to apply (through the State Government in the case of State Universities, and through the University Grants Commission in the case of Central Universities) in respect of projects which have not been fully funded by the State Governments concerned or by the University Grants Commission.
- 5.3 The Council may, on certain conditions and on the recommendations of the Grants Committee, assist a university or a registered voluntary organization or a commercial publisher of established repute, for the reprinting of those of the out-of-print Sindhi works as may be approved by the Committee from time to time. Such assistance may be rendered by the purchase and sale of 500 copies of each such reprint at an appropriate lower price as approved, provided the publisher shall, within a period of three years from the date of the first purchase order, be bound to supply to the Council additional copies limited to 300 at the same price, if required.
- 5.4 The Council may, after obtaining such advice as necessary, commission individual scholars, universities and registered voluntary organizations, to undertake the production of literature of the kind listed in paragraph 4.1 subject to the provisions of the scheme.

6. SUBMISSION OF APPLICATION

- 6.1 The application for assistance for publication shall be submitted to the Council in the prescribed proforma for Publication, individually in respect of each book, Through the respective State Government, which shall make its recommendations as in the relevant proforma to:

The Director
National Council for Promotion of Sindhi Language (NCP SL)
West block VII, R.K.Puram, New Delhi-110066

- 6.2 It shall be open to the Council to entertain an application direct in appropriate cases and also to make such inquiries about the applicant and the proposal in question as deemed necessary.
- 6.3 The application shall be submitted in duplicate accompanied by the documents indicated in the relevant proforma.
- 6.4 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 himself. Also, a



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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.

- 6.5 The application may be submitted any time of the year, for consideration at appropriate stage, subject to availability of funds and administrative convenience.

7. CONDITIONS OF GRANT

- 7.1 The Grantee shall execute a Bond (in the attached Performa) prior to the drawal of the sanctioned grant, to the effect that the work to be undertaken with the grant shall be completed within a reasonable time not extending beyond a year from the date of sanction of the first installment or the deadline as extended by the Government on the grantee's prior request, and that the grant shall be utilized only for the purpose for which it is sanctioned. Failure to do so will render the organization liable to refund to the Council the grants released in full, with such interest thereon as the Council may decide.
- 7.2 In the case of publication, the approved grant shall be released in suitable installments decided by the Council depending on the nature and progress of the project and in no case shall be released in a single installment.
- 7.3 It shall be open to the Council to issue from time to time to the grantee such suggestions/directions on the format and contents of the approved publications as found necessary, and it shall be binding on the grantee to comply with the same. In the case of critical editions of manuscripts such instructions may cover notes, comparable recessions, a study of the authenticity of available texts, appendices/indices/ biographical note on the author, etc.
- 7.4 The release of the final installment (being not less than one-third of the total approved grant) shall be considered only after receipt of the following from the grantee:
- i. The accounts in respect of the total expenditure on the entirety of the project, as certified by a chartered accountant, (and in the case of the universities, certified together by the Finance/Audit Officer and the Registrar);



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- ii. The utilization certificate in respect of the previous installments, as certified by the same Chartered Accountant;**
 - iii. The report of satisfactory completion of the project duly signed by the grantee over his seal, if any; and**
 - iv. Five complimentary copies of the book as finally published.**
- 7.5 The listed price of the book/publication brought out with assistance under the scheme shall be determined with the prior approval of the Council.
- 7.6 Once the estimates etc. of a project have been approved as reasonable and the grant determined on the basis of such estimates, they shall not be modified by the applicant without the prior approval of Council.
- 7.7 No asset created out of the grant paid by the Council shall be transferred to any person/institution without the concurrence of the Council. Should at any time, the grantee organization/institution cease to exist, the equipment purchased out of the Council's grant shall revert to the Council.
- 7.8 The accounts of the organization/institution will be properly maintained and submitted and shall be open to check by a representative of the council or the State/UT Government, as and when required.
- 7.9 If the Council or the State/UT Government has reason to believe that the affairs of the organization/institution are not being properly managed, or that the sanctioned money has not been utilized for approved purposes, the Council may then forthwith stop payment of further installments of grant, and also recover from the grantee such money as the Council may decide in relation to the Sanctioned grant.
- 7.10 The applicant will exercise the utmost economy in his/its working especially in respect of expenditure out of the Council's grant.
- 7.11 Progress reports on the project/scheme will be furnished at regular intervals of 3 months.
- 7.12 If the grant released exceeds 80% of the actual expenditure on approved items after deducting the State Government grant, if any, from the total expenditure, then the difference shall be refunded to the Council.



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7.13 The title page of each of the publications should bear the following entries:
"Published with financial assistance from the National Council for Promotion of Sindhi Language, vide Sanction No. _____ dated _____ " Copyright vests with _____".

7.14 The grantees provided with assistance under the scheme shall, in respect of their publications in Sindhi fully implements the Official Language Policy of the Union Government as enunciated in the Constitution of India, the Official Languages act of 1963 and the official languages (Use for the Official Purposes of the Union) Rules of 1976.

7.15 The foregoing provisions, read with the proformas attached herewith, shall together constitute the rules of the scheme.

Proformas Attached

Request for assistance for publication, indicating the terms and conditions of grant. (Para 6.1)

Application accompanying the Request. (Para 6.1)

Recommendations of State/UT Government on the application (Para 6.1)

Bond to be executed by the grantee (Para 7.1)

Date : _____

From : _____



National Council for Promotion of Sindhi Language (NCPSL)
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To
The Director
National Council for Promotion of Sindhi Language (NCPSL)
West block VII, 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 Sindhi Language".

2. I certify that I have read the rules of this scheme, and I undertake to abide by them. On behalf of the management (in case of Voluntary Organizations), I further agree to the following conditions :
 - i. I/We undertake that, once the estimates etc. of a project have been approved as reasonable and the grant determined on the basis of such estimates, they shall not be modified by the applicant without the prior approval of Council.
 - ii. The applicant shall furnish an undertaking in such form as may be prescribed by the Council (vide Bond Performa attached) before the drawl of the grant, to the effect that the work to be undertaken with the assistance under the scheme shall be completed within a reasonable time as may be determined by the Council, and that the grant shall be utilized only for the purpose for which it was sanctioned. Failure to do so will render the organization liable to refund to the Council the grants released in full, with such interest thereon as the Council may decide.
 - iii. No asset created out of the grant paid by the Council shall be transferred to any person/institution without the concurrence of the Council. Should, at any time, the grantee organization/institution cease to exist. The equipment purchased out of the Council grant shall revert to the Council.
 - iv. The accounts of the organization/institution will be properly maintained and submitted and shall be open to check by a representative of the Council or the State/UT Government, as and when required.
 - v. If the Council or the State/UT Government has reason to believe that the affairs of the organization/institution are not being properly managed, or that the sanctioned money has not been utilized for approved purposes, the Council may then forthwith stop payment of further installments of grant, and also recover



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from the grantee such money as the Council may decide in relation to the Sanctioned grant.

- vi. The approved grant being released in suitable installments depending upon the nature and progress of the project, the statement of accounts in respect of the total expenditure on the entirety of the project and the utilization certificate in respect of the previous installments (both certified by a chartered accountant), a report on the satisfactory completion of the project, and five complimentary copies of the books as finally published shall be submitted to the Council before the release of the final installment of grant is considered.
- vii. The work of publication shall be completed within a year from the receipt of first installment of grant, or by the deadline as extended by the Council on prior request from the grantee.
- viii. The applicant will exercise the utmost economy in his/its working, especially in respect of expenditure out of the Council grant.
- ix. Progress reports on the project/scheme will be furnished at regular intervals of 3 months.
- x. The price per copy of the publication(s) brought out with assistance under the scheme will be fixed with the prior approval of Council.
- xi. If the grant released exceeds 80% of the actual expenditure on approved items after deducting the State Government grant, if any, from the total actual expenditure, then the difference shall be refunded to the Council.
- xii. The title page of each of the publications should bear the following entries:
"Published with financial assistance from the National Council for Promotion of Sindhi Language, vide Sanction No. _____ dated _____."
"Copyright vests with _____".
- xiii. It shall be open to the Council to issue to the grantee (from time to time) such suggestions/directions on the format and contents of the approved publication as found necessary and it shall be binding on the grantee to comply with the same. In the case of critical editions of Mss., such instructions may cover notes, comparable recessions, a study of the authenticity of available texts, appendices, indices, biographical note on the author etc.



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Yours faithfully

Signature _____

Name (in Capitals) _____

Designation _____

BackOffice Seal _____



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APPLICATION PART-I, FOR THE APPLICANT

1. Name of the Applicant (Status to be specified i.e. whether the applicant is an organization/institution affiliated to any other organization or independent in itself, whether registered or not).
2. a. Title, language and name of author, of the proposed publication, (In case of Descriptive Catalogues of manuscripts, give full details of the Mss with thematic classification, exclusively for each language).
b. In how many volumes in all is the book to be published?
c. If a multi-volume publication, indicate the volume number(s) 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 a reprint?
5. What is the status of the applicant vis-à-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 (for a print order of 500 copies for catalogues & 1000 copies for other publications).

Break-up

- a. Author's honorarium
 - b. Editing Charges
 - c. Calligraphy/typing Charges
 - d. Proofreading Charges
 - e. Cost of paper (indicating the number of forms to be printed, reams and quality of paper to be used).
 - f. Printing Charges
 - g. Binding Charges
8. Amount of Council grant sought under the Scheme.



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9. Source(s) from which the balance of expenditure would be met.
10. Are suitable facilities for undertaking the project available with the applicant ? Please indicate these in detail.
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 organization/institution.
- a. Building(s)
 - b. Furniture
 - c. Equipment
 - d. Library Books
 - e. Any other kind
- Total : _____

13. Details of assistance received during the last 5 years from the Central/State Govt./other public authorities/Council.

<u>Year</u>	<u>Grant Received</u>	<u>Purpose</u>	<u>Name of the Sanctioning Authority</u>
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14. Whether a request for financial assistance has been made to the Council/Government of India earlier. If so, with what results?
15. Brief description of the activities of the applicant organization.
16. List of papers/statements to be attached (in duplicate).

Information Note/Brochure/Prospectus of applicant.

If the applicant is an organization, the constitution of the board of management, with particulars of each member; also, an attested copy of the Registration Certificate.

The latest available annual report.

The audited accounts for the last year. with a copy of the Certified balance Sheet

In case of publication work, one copy of the Manuscript, together with the author's certificate authorizing its publication by the applicant.



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17. I/We certify that a master copy of the manuscript (for a new Publication)/old edition (for a proposed reprint) is available with the applicant.

Station _____

Signature _____

Date : _____

Name (in Capitals) _____

Designation _____

Office Seal

UNDERTAKING / DECLARATION :

I _____ the undersigned hereby declare to abide by the applicability of the modified Terms and Conditions of this Scheme as and when decided, if any, by the authorized concerned committee(s).

Signature : _____

Important Instruction:-

Incomplete application may be rejected

APPLICATION ON PART II FOR THE APPLICANT

Recommendations of the State/UT Government of _____
The application from _____ is forwarded duly recommended, with the following comments :

- i. The State/UT Government is satisfied with the bonafides of the applicant to the Council.
- ii. The application is for financial assistance for publication/reprint of the book entitled _____ in the _____ language.
- iii. The application has been examined, and qualifies for consideration under the Scheme of Financial Assistance for Publication in Sindhi Language.
- iv. The purpose for which the application is being recommended will materially enrich the stock of available publications in the language, for the following reasons : _____
- v. The applicant has the professional competence, financial and establishment support, required to execute the project for which assistance has been sought.
- vi. Assistance under the State/UT Government Code/rules is/is not admissible, and has/has not been given to the applicant for the same project.



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The grant given by the State/UT Government to the applicant during the last 5 years vii. were as follows :

Year	Amount (Rs.)	Purpose	Whether Properly Utilized

viii. The stock of equipment, apparatus, furniture, library books etc. available with the applicant has been examined and found adequate for the purpose of the proposed project.

ix. The State/UT Government, should hereunder specifically make a mention about the quality of the work and the reasonableness of the estimates.

x. As far as the The state/UT Government is aware, no similar and earlier publication(especially in the case of definitive/reference works like dictionaries etc.) is available at present.

2. The state/UT Government, therefore, recommends that a grant of Rs. _____ (Rupees _____ only) may be considered for sanction by the council for publication of the book.

Reference No. _____ Signature _____

Station _____ Name _____ (in _____ Capitals)

Date: _____ Designation _____

(not below the rank of Deputy Secretary)

Department _____

Office Seal _____

Forwarded to

The Director

National Council for Promotion of Sindhi Language (NCP SL)

West block VII, R.K.Puram, New Delhi-110066

Note : Please score out the entry not applicable



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BOND

Know all men by these presents that _____ an Association registered under the _____ Act of 199__ (of the Union/State of _____ and having its office at _____ in the State/U.T. of _____ (hereinafter called the

'Obligor')
i) Shri _____ son of _____ resident of _____

ii) Shri _____ son of _____ resident of _____

hereinafter called the 'Sureties' are held and firmly bound to the council in the sum of Rs. _____ (Rupees

_____ only) together with interest thereon at the rate of 6% (six percent) per annum from the date of receipt of the said amount by the Obligor upto the date of the refund thereof to the Government.

Signed this _____ day of _____ in the year one thousand nine hundred _____.

WHEREAS on the Obligor's request, the council has per Union Letter No. _____ dated _____ hereinafter referred to as the 'Letter of Sanction' (Which forms an integral part of these presents and copy whereof is annexed hereto as Annexure) agreed to make in favor of the Obligor for the purpose of - _____ a grant of

*Rs. _____ (Rupees _____ only) out of _____ which Rs. _____ (Rupees _____ only) have already been paid to

the Obligor (the receipt whereof the Obligor both hereby admits and acknowledges) on condition of the Obligor executing a bond hereby along with two sureties in the terms and manner contained hereinafter which the Obligor and on its request the sureties have agreed to do.

Now the condition of the above-written Obligation is such that if the Obligor shall duly fulfill and comply with all the conditions mentioned in the letter of grant, then the above written bond or obligation shall be void and of no effect, but otherwise it shall remain in full force, effect and virtue.

THESE PRESENTS FURTHER WITNESS THAT -

- a. The decision of the council on the question whether there has been breach or violation on the part of the Obligor of any of the terms and conditions mentioned in the letter of sanction shall be final and binding on the obligor.
- b. The liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted by the Council or any forbearance, act or omission by or on the part of the council whether with or without the knowledge or consent of the sureties in respect of or in relation to the obligations or conditions to be performed or discharged



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by the Obligor or by reason of any other matter, or thing whatsoever which under the law relating to surety shall, but for this provision, have the effect of so releasing the Sureties from such liability, nor shall it be necessary for the Council to sure the Obligor before suing the Sureties or either of them for the amount due hereunder.

- c. The obligor agrees and undertakes to surrender/pay to Council the monetary value of all such pecuniary and/or other benefits which it may receive or derive/have received or derived through/upon unauthorized use (such as letting out the premises for adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grant was intended) of the property/building created/repaired/constructed largely from out of the Government grant. The decision of the Council as regards the monetary value of the aforementioned to be surrendered/paid to the council will be final and binding on the Obligor.
- d. The Obligor or the Sureties shall, in the event of breach of violation of any of the terms and conditions mentioned in the letter of sanction, refund to the Council on demand and without demur the entire amount of *Rs. _____ (Rupees _____) and the decision of the Council as regards the monetary value of aforementioned to be surrendered/paid to the Council shall be final and binding on the Obligor.
- e. The Obligor or the Sureties shall, in the event of breach or violation of any of the terms and conditions mentioned in the letter of sanction, refund to the Council on demand and without demur the entire amount of *Rs. _____ (Rupees _____ only) such part thereof as may be mentioned in the notice of demand issued by the Council, along with interest thereon at the rate of 6% (six percent) per annum from the date of receipt of the said amount by the Obligor upto the date of refund thereof to the Council.
- f. The Council have agreed to bear the Stamp Duty, if any, chargeable on these presents.

IN WITNESS WHEREOF these presents have been executed on behalf of the Obligor and the Sureties the day and year hereinabove written and accepted for and on behalf of the Council by Shri/Smt _____ (Name) _____ (Designation) on the day and year appearing against his/her _____ signature.

Signed _____ for and on behalf of
_____ by
_____ Name and Designation of Obligor)



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SURETIES (Signature)

1. Shri _____

IN THE PRESENCE OF (Signature)

1. Shri _____

(Address) _____

2. Shri _____

(Address) _____

Accepted for and on behalf of the Council

New Delhi

Signature _____

Dated

Name _____

*** Indicate the amount of full Assistance approved.**