

REQUEST FOR PUBLICATION OF BOOKS UNDER THE SCHEMES OF
“FINANCIAL ASSISTANCE FOR PUBLICATION AND
PURCHASE OF BOOKS IN ENGLISH LANGUAGE

From:

Station: _____

Date: _____

To

The Coordinator of GOI Schemes
The English and Foreign Languages University
Lucknow Campus, Moti Mahal
2, Rana Pratap Marg
Lucknow-226001, UP, India.

Paste a latest
passport size
photograph
here.

Sir,

I submit herewith an application (in duplicate) for a grant under the Scheme of “Financial Assistance for PUBLICATION and PURCHASE of books in Indian Languages and in English”. This is for publication of the book entitled _____ in the English language.

2. I certify that I have read the rules of this scheme, and on behalf of the Management (in case of voluntary organizations) 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 organization in accordance with its registered Memorandum of Association and Rules.

Yours faithfully

Signature: _____

Name (in capitals): _____

Designation: _____

Office Seal:

Encl: Application form and 3 copies
of the manuscript

To be submitted in duplicate
Information to be furnished below each entry

Government of India
Department of Education

Scheme of Financial Assistance for PUBLICATION in English

APPLICATION
Part-1 for the application

1. Name of the applicant. (Status to be specified: whether the applicant is an individual or an organization/institution affiliated to any other organization or independent in itself, whether registered or not). _____

2. (a) Title, language and name of the author of the 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? If a reprint, what is the date of the first edition? _____

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. TOATL ESTIMATED EXPENDITURES FOR:

THE PUBLICATION. (To be limited to
print-order of 500 copies for catalogues of rare
Manuscript; print-order of 1100 copies for other
Publications).

Generation cost:

a. Typical/Calligraphy charges @ Rs. _____:
per page for _____ pages.

Rs. _____

Production cost:

No. of volumes in which the book is to be published. _____

Estimated No. of printed pages (volume-wise). _____

Size of the book. _____

Print-rune (No. of copies to be printed). _____

(Note: The following should be for each volume,
in case of multi-volume publication.)

b. Composing of text-matter:

(Printed area)

- i. English _____
- ii. Sanskrit _____
- iii. Other languages (s) _____
- iv. Photocomposing of text. _____
- v. Plate, diagrams, colour. _____
- vi. 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 printing of covers.

Rs. _____

f. Cost of paper

Size

Wt.

Rate per ream

Total cost

i) Variety of paper".

_ Cream Wove _____ Rs. _____ Rs. _____

_ Maplitho _____ Rs. _____ Rs. _____

_ Art paper _____ Rs. _____ Rs. _____

_ Any other variety _____ Rs. _____ Rs. _____

ii) Cover paper

_ Art paper _____ Rs. _____ Rs. _____

_ Pulp Board _____ Rs. _____ Rs. _____

Total Cost of Paper

Rs. _____

Rs. _____

g. Binding

- i. Style of binding (paperback/hardbound any other) : _____
- ii. Total binding cost @ Rs. _____ per copy for _____ copies. Rs. _____

h. Packing and forwarding charges.

Rs. _____

GRAND TOTAL

Rs.

8. Amount of Government of India grant sought under the scheme. Rs. _____

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 _____
those 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 organization/institution:Rs. _____

- a. Building(s) Rs. _____
- b. Furniture Rs. _____
- c. Equipment Rs. _____
- d. Library books Rs. _____
- e. Any other kind Rs. _____

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

	<u>Year</u>	<u>Grant received</u>	<u>Purpose</u>	<u>Name of the sanctioning authority</u>
i.	_____	Rs. _____	_____	_____
ii.	_____	Rs. _____	_____	_____
iii.	_____	Rs. _____	_____	_____
iv.	_____	Rs. _____	_____	_____
v.	_____	Rs. _____	_____	_____

14. Whether a request for financial assistance has _____
been made to the Government of India earlier? _____
If so, with what results? _____

15. Brief description of the activities of the appli- _____
-cant organization. _____

16. LIST OF PAPERS/STATEMENTS TO BE ATTACHED (in duplicate):

- a. Information Note/Brochure/prospectus of applicant.
- b. 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.
- 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, three copies of the MANUSCRIPT together with the author's certificate authorizing its publication by the applicant.

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

Station: _____

Date: _____

Signature: _____

Name (in capitals): _____

Designation: _____

Office seal.

PART-II

Recommendations of the State/UT Government of _____

1. The application from _____
Is forwarded duly recommended, to the Department of Education, Government of India, New Delhi/ or
EFL University, Lucknow Campus with the comments:-

- i. The State/UT Government is satisfied with the bona fides of the applicant.
- ii. The application is for financial assistance for publication/reprint of the book titled,
“ _____ in the _____ language.
- iii. The application has been examined, and qualifies for consideration under the scheme of financial Assistance for PUBLICATION in Indian languages and in English.
- iv. The purpose for which the application is being recommended will materially enrich the stock of available publication in the English language, for the following reasons:

- v. The application 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 codes/rules is/is not admissible, and has/has not been given to the applicant for the same project.
- vii. The grants given by the State/UT Government to the applicant during the last 5 years were as follows:-

Year	Amount	Purpose	Whether properly utilized

- viii. The stock of equipment, apparatus, furniture, library books, etc. available with the applicant has 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 reasonable of the estimates.
- x. As far as 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.

1. The State/UT Government, therefore, recommends that a grant of Rs. _____
(Rupees _____) may be considered
for sanction by the Government of India for publication of the book.

Reference No. _____

Date _____

Station _____

Signature _____

Name (in capitals) _____

Designation _____
(Not below the rank of Deputy Secretary)

Department _____

Office seal

Forwarded to:

The Director/ Coordinator of the GOI Schemes
The English and Foreign Languages University
Moti Mahal Campus 2-Rana Pratap Marg
Lucknow-226001