

**APPLICATION FOR FINANCIAL ASSISTANCE
UNDER CENTRAL GOVERNMENT**

From:

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To

**Joint Secretary & Legislative Counsel,
Ministry of Law & Justice,
Legislative Department,
Official Languages Wing,
Room No. 742, 7th Floor 'A' Wing,
Shastri Bhawan
New Delhi-110001**

Sub: Grants under the scheme of Assistance to Voluntary Organisations for Promotion of the Official Languages in the field of law.

Sir,

I submit herewith an application in duplicate for grant under the scheme entitled "Assistance to Voluntary Organisations for Promotion of the Official Languages in the field of Law" I certify that I have read the rules and regulations governing grants under this scheme and undertake to abide by them. On behalf of the management, I further agree to the following conditions:

- (a) All Assets created out of the grant given by the Government will not be transferred to any person/Institution without the prior concurrence of the Government of India. If at any time, the Organisation/Institution ceases to exist, the equipment purchased out of the Central Grant will be reverted to the Government of India.
- (b) The accounts of Organisation/Institution shall be properly maintained and may be checked by the officer deputed by the Government of India or the State Government.

.....2/-

- (c) If the State Government or the Central Government have reason to believe that the affairs of the Organisation/Institution are not being properly managed or the sanctioned money has not been utilized for the approved purpose, the Government of India may stop payment of further instalment of grants and the management will undertake to refund such money as the Government may decide.
- (d) The Organisation/Institution shall exercise the utmost economy in its working especially in respect of expenditure out of the Central Grant for equipment.
- (e) The grant will be utilized only for the purpose for which it will be sanctioned.
- (f) Progress reports about the project/scheme will be furnished at regular intervals.
- (g) An audited statement of expenditure will be furnished immediately after the completion of the project/scheme.
- (h) The Organisation/Institution will bear the balance of the estimated expenditure on the scheme/project or the Organisation/Institution will bear:.....percent of the expenditure and the balance will be borne by the State Government.

(Please strike out the conditions which are not applicable).

Yours faithfully,

(Signature)

Place

Date :

(Designation)

(Office Stamp)

**Government of India
Ministry of Law and Justice
Legislative Department
Official Languages Wing**

(in duplicate)

**Application Form for Financial Assistance to Voluntary Organisations
for Promotion of the Official Languages of the Union and the
States in the field of Law.**

1. Name of the Organisation/Institution etc.
applying for (registered or not)
2. Total assets of the Institution/Organisation
3. Details of grants received from Central/State Government or other
sources, and the amount raised by way of donation etc. during the
last three years.
4. Description of the activities of the Institution/Organisation.
5. Project/scheme indicating the features of the
Organisation/Institution also and how it will help in the
fulfillment of objectives of propagation and development of
official languages of the Union and States in field of law.
6. (i) Total expenditure for which grant is requested and amount of
grant requested for.
(ii) Specify as to how many copies of its work it intends to print
and circulate.
7. Likely dates of commencement and completion of the
project/scheme.
8. List of papers/statements to be attached (in duplicate).
(a) Prospectus or a note giving aims and objects of the
Institution/Organisation.
(b) Constitution of the Board of Management and Particulars of
each member.
(c) Latest annual report.
- (d) Audited accounts for the last one year along with copies of
certified balance sheets.
- (e) Details (year, purpose, amount, etc.) of assistance received
during the last five years from the Central/State
Governments, Local Bodies or any other quasi-government
Organisation/Institution.
- (f) In the case of publication work, one copy of the manuscripts
together with a certificate from the author authorising its
publication by the Organisation/Institution may kindly be
attached
9. List of additional papers, if any.
10. Additional information, if any.

Place :

(Signature)

Date:

(Designation)

(Office Stamp)

**OFFICIAL LANGUAGES WING
LEGISLATIVE DEPARTMENT
MINISTRY OF LAW AND JUSTICE**

**Assistance to Voluntary Organisations for promotion of the Official
Languages in the field of law.**

Introduction. 1. The Government of India, Legislative Department has a scheme for giving financial assistance to 'Voluntary Organisations for propagation and development of the Official Languages of the Union and the States in the field of law' .

Title 2. This scheme will be called "Scheme for promotion of the Official Languages of the Union and the States in the field of law".

Scope. 3. Grants will be admissible for projects or activities for development and propagation of literature in the field of law in Hindi and other regional languages. These could be in the form of proposed commentaries, treatises, books on legal subjects, law journals, law compendiums and other publications which would be conducive to the enrichment, propagation, development and use of Hindi and Official Languages of States in the field of law.

A High powered Committee would be constituted to consider the application for assistance. The Committee would consist of the following categories of persons:-

1. Retired or sitting judge of a High Court,
2. Advocate having a standing in the Bar,
3. Professor of Law in the Faculty of Law of a University,
4. Joint Secretary, Official Languages Wing.

Joint Secretary would also be Secretary of the Committee. The persons appointed would only be such persons who have apart from knowledge of law, good background of the concerned language.

The Committee may also advise the concerned organisations to suitably alter or modify the scheme.

Extent of 4. All requests for financial assistance will be sent in the prescribed
Help. form to the Joint Secretary & Legislative Counsel, Official Languages Wing,

Legislative Department, Ministry of Law & Justice, Room No. 742, 7th Floor 'A' Wing, Shastri Bhawan, New Delhi-11 0001. All requests for financial assistance will be considered on merits and grants will be sanctioned for approved items of work only. The grants sanctioned will not exceed 85% of the anticipated net expenditure involved in the implementation of the various projects/activities/purposes etc.

Note : "Anticipated Net Expenditure" means the total anticipated expenditure after deducting the anticipated receipts from sale of the literature produced.

Grants will be paid in installments depending on the nature of activities to be undertaken and the progress of work.

Procedure for submission of applications.

5. Applications shall be submitted in the prescribed form addressed to the Joint Secretary & Legislative Counsel, Official Languages Wing, Legislative Department, Ministry of Law & Justice, Room No. 742, 7th Floor 'A' Wing, Shastri Bhawan, New Delhi. Each application shall be accompanied by the following information and documents:-

- (i) A brief description of the objects and activities of the organisation ;
- (ii) Whether the organisation is a registered organisation;
- (iii) The latest available annual report ;
- (iv) A copy of the audited accounts of the organisation for the last one financial year and a copy of the last balance sheet ;
- (v) The Constitution of the Governing body of the Management;
- (vi) The estimate of income and expenditure in respect of the year for which the application has been made;
- (vii) A statement of grants received so far from the State Government or other bodies , indicating in each case (a) the purpose for which the grant was obtained, (b) how and when utilized, (c) progress made in the direction for which assistance was given, and (d) whether all conditions attached to previous assistance were duly observed;

- (viii) Information relating to the request made, if any, to other State Governments or bodies for grants for the scheme under consideration, the decisions of those governments and bodies on such requests should be communicated ;
- (ix) An undertaking that once the estimates etc. of a project /scheme etc. have been approved as reasonable and the grant assessed on the basis of these estimates, they shall not be modified by the organisation without the prior approval of the Legislative Department.
- (x) Full justification of the estimated expenditure.
- (xi) In case of a request for new publication work, copy of the manuscript should be supplied for examination along with a certificate from the author authorizing the Institution to undertake the publication;
- (xii) Previous publications of the institution should be sent with the first application and in the case of subsequent requests, publications brought out in interim period should be sent ;
- (xiii) Statement of qualifications, experience of staff employed on project/schemes etc. to be undertaken with the grants.

6. The grants sanctioned to organisations will be subject to the following conditions :-

- (1) An Organisation in receipt of financial assistance shall be open to inspection by an officer of the Legislative Department of the Ministry of Law and Justice or an officer of the Indian Audit and Accounts Department.

- (2) The Organisation shall give an undertaking before the drawal of the grant that the project or scheme to be undertaken with the assistance will be completed within a reasonable time to be fixed by the Government and that the grant shall only be utilized for the purpose for which it has been sanctioned. Failure to do so will render the organisation liable to return to the Government the whole of the amount of the grant along with such interest thereon as the Central Government may decide.
- (3) No subsequent instalment of the grant payable in instalments, will be paid, unless at least a major portion of the previous instalment has been utilized and an audited statement of accounts together with a report on the work done with the help of the previous instalment, is furnished along with the request for the release only after the Legislative Department have satisfied themselves about the satisfactory progress of the work.
- (4) Such number of copies not exceeding five, as the Legislative Department may decide, of all the publications brought out with Central assistance shall have to be supplied to the Legislative Department free of cost.
- (5) The Organisation will maintain in the prescribed proforma an audited record of the assets acquired or created wholly or substantially with the help of grant from the Central Government and furnish a copy thereof to the Legislative Department for record by a specified date or within a reasonable time. Assets so created, should not without the prior approval of the Legislative Department be disposed of, encumbered or utilized for purposes other than those for which the grant is given.

- (6) The accounts of the organisation would be maintained properly and submitted as and when required those shall always be open to a check by the Legislative Department.
- (7) The Organisation shall submit a Utilisation Certificate in respect of the grant received by the organisation under this scheme during the preceding year.
- (8) When the Legislative Department have reason to believe that the affairs of the Organisation are not being properly managed or that the sanctioned money is not being utilised for approved purposes, the payment of the grant may be stopped.
- (9) The author of a book shall generally use the Hindi legal terms occurring in the authoritative Hindi text of the Central Acts or State Acts, as the case may be. The Hindi legal terms contained in the Legal Glossary published by the Official Languages Wing, Legislative Department, Ministry of Law and Justice, are to be used for identical or similar expressions occurring in the book. Where texts of enactments are to be quoted, the exact words occurring in the authoritative Hindi texts of the Central Acts or the State Acts, as the case may be, should only be used. Reference to and quotations from judgments shall, as far as possible, be from the two Hindi Law Reports namely "Uchchatama Nyayalaya Nirnaya Patrika" and "Uchcha Nyayalaya Nirnaya Patrika" published by the Vidhi Sahitya Prakashan. These instructions would mutatis mutandis apply to Official Languages other than Hindi.
- (10) It will binding on the organisation to carry out the directions and suggestions given by the Legislative Department with regard to the work for which the grants has been sanctioned. The organisation shall supply the Legislative Department with any information or clarification on any point which the Legislative Department may require, within a time specified by the Department.

