**Annex A**

**PROPOSAL FORM FOR RELEASE/ ISSUE OF SPECIAL COVER /SPL CANCELLATION**

**(TO BE SUBMITTED ATLEAST 2 MONTHS IN ADVANCE)**

To

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| --- | --- | --- |
|  | Name and address of the Proponent  |  |
|  | Status of the proponent/Sponsor ( Whether Govt./State Govt./UT Govt./NGO/Registered Firm/Registered Society /etc.) |  |
|  | Details of the Documents enclosed in support of col . 2 above |  |
|  | Occasion/Theme on which Special Cover ( with or without cancellation)/ Special Cancellation to be released |  |
|  | Supporting documents to show the locus of the proponent with the proposed theme as mentioned at Col. 4 |  |
|  | Whether brief on the proposed theme is enclosed (Yes/No) |  |
|  | Total number of Special Covers proposed to be cancelled /Cancellations desired |  |
|  | Size of the proposed Special Cover with paper specifications |   |
|  | Proposed date of release with Venue |  |
|  | Whether draft designs of special cover and cancellation enclosed (Yes/No) |  |
|  | Name of the HO/PO where, the fee/charges desired to be deposited |  |
|  | Name of PO(s)/ venue (s) from where such Special Cover/cancellation is proposed to be made available |  |
|  | Whether formal function would be organized for the release. If so, detail of dignitaries attending the function including the Chief Guest |  |
|  | Whether this event or similar event has already been celebrated in the past by issue of Special Cover/ Stamp, if yes, details thereof  |  |

**UNDERTAKING**

 I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( proponent) hereby declare that :

 i. All information given in the application form are true and correct to the best of my knowledge and belief.

 ii. The proponent is agreed to provide all necessary/required information as desired by Department of Posts, failure of which shall lead to disqualification/rejection/withdrawal of approval of the proposal.

 iii. The proponent shall abide all laid down terms & conditions and guidelines /instructions being shared during the course of processing the proposal of release of Spl Cover/Spl Cancellation.

iv The proposed theme of the Spl. Cover /cancellation is non – controversial and bears no communal and political overtones. Theme of the proposed spl Cover/cancellation shall also not put Government & Department of Posts in any sort of controversy.

v. The Proponent is of repute with established credibility and have not been indulged in activities which may be a cause of embarrassment to the government and Department of Posts

 vi. The design of the special cover shall be restricted to the left half of the front cover and in any case it will not impinge upon the right half portion and address portion of the cover.

vii. The legend of the cover on the front portion shall mention only the name of the event/occasion being commemorated in bilingual (first in Hindi and then in English). The legend of event/occasion **can also be written in any of the regional languages listed in Schedule VIII of the Constitution of India in compliance to the instruction issued by MHA vide O M No.1/14013/5/76-OL (Policy) dated: 18.6.1977**.

viii. A brief account of the event, strictly in two lines (Hindi, English & Regional language), being commemorated will only be written on the back of the cover in the prescribed manner , **in compliance to the instruction issued by MHA vide O M No.1/14013/5/76-OL (Policy) dated: 18.6.1977**.

ix. Only factual, duly recorded and relevant information shall be used in the Brief of the theme of Cover, for printing on Spl Cover. However, an information sheet may be printed by the proponent at his own.

x. The logo of the Event/Institution (if any) etc. on which Spl Cover is being issued shall only be placed either on the front or the back of the Spl Cover in the prescribed manner .

 xi. Name of the issuing circle and unique serial no. of the Special Cover shall be mentioned on the back of the cover along with year of release at specified space, in prescribed manner along with its sale price( excluding Postage) and total print quantity of the Special Cover.

xii. The instructions issued by Department of Posts to accommodate any other logo (special event/occasion logos) on Special Covers e.g. AKAM logo ( Azadi Ka Amrit Mahotsav) shall also be complied scrupulously.

xiii. The Design of the special cover shall be of secular nature and devoid of any nuances which may cause embarrassment to Government and friendly countries. The decision taken by the competent authority in Department of Posts shall be the final in the matter.

xiv In addition to the design of special cover, the design of cancellation cachet shall also be provided by the proponent for approval.

xv. The design of the cancellation cachet shall be in Circular/Square /Rectangular /Triangular Shape with specification that any of the dimension i.e. length/Width/Diameter should not exceed 3.5.cms.

xvi. The legend of the cancellation design shall be bilingual (First in Hindi and then in English) indicating the date and mentioning only the event/occasion being commemorated.

xvii. The design shall also incorporate PIN of the Post office from where it is to be provided or in whose jurisdiction the venue is located.

xviii. The design of the cancellation shall only be in a form of line drawing so that the impressions are neat and clean. It shall also be of secular nature so as to avoid any embarrassment or controversies.

xix. The proponent is bound to incorporate necessary modifications/changes in the design and text of the Spl. Cover as well as in cancellation, as suggested by Department of Posts & the decision taken by the competent authority shall be the final in the matter.

xx. I understand that Department of Posts reserves the right to modify any design or inscription in the special cover/cancellation cachet without assigning any reason.

xxi. No change will be made in the design of Special Cover and Special Cancellation once approved by the Department of Posts.

xxii. All requisite fee/ charges shall be deposited at specified office after receipt of in principal approval and a copy of such receipt will be submitted with Department with in one week’s time.

xxiii. The sponsor/proponent shall print spl covers and get at least 2000 cancellations. In case of Spl Cancellation, the proponent shall get at least 2000 cancellations on Postage Stamp of minimum applicable value for letter mail or on Printed Stationery items bearing minimum applicable value of Postage stamp.

xxiv. The size of the cover will only be 110X220 mm with a tolerance of +\_2mm.

xxv. The Spl cover will be printed by offset process preferably using maplitho paper of 130 GSM or higher or any superior quality paper ( No smooth surface and no. lamination ) to eradicate the possibilities of smudging of Spl. Cancellation mark.

xxvi. The sponsor shall arrange the printing of Special Cover at his own cost and shall hand over the same, duly affixed with postage stamp of Rs. 5/- denomination or equivalent to minimum prevailing inland letter mail postage whichever is higher on each cover, at designated Post Office for cancellation purpose , at least three working days before the schedule date of release.

xxvii. The Sponsor shall supply at least 50 duly cancelled special covers (free of cost) or a number as decided by the Competent authority to the designated Post Office for office record and displaying the same at Philatelic Museum etc.

xxviii. The sponsor shall provide at least 250 or a fixed number (to be decided by Regional PMG/HoC /Addl DG APS or Addl DG or the Member Postal Services Board heading Philately Division) of the Duly Cancelled Special Covers , to the designated HO/PO and 200 duly cancelled covers for sale through e post office on complimentary basis.

xxix. The sale price of the special cover **shall be Rs. 20/-** excluding the cost of the postage stamp to be affixed on the cover. The denomination of the postage stamp affixed on Spl Cover shall be equivalent to the minimum inland letter mail rate, except in the case of first flight covers between two countries where the denomination shall be equivalent to the minimum foreign letter mail

xxx. In the event of release of Special Cover by organising Formal Function, stipulated available guidelines on the issue shall be followed scrupulously.

xxxi. No formal release function shall be held without the prior approval of the Department of Posts. The Department does not take any responsibility for extending the usual support for release function unless prior approval for the function has been obtained.

xxxii. In case any advertisement/brochure/folder/publicity material is brought out on the occasion, logo of the Department of Posts shall invariably be printed giving credit for Special Cover /Cancellation.

xxxiii. A few photographs of the Special Cover release function shall be provided by the proponent to Regional PMG/HoC/Addl. DG APS /Addl. DG or Member concerned, PSB heading Philately Division, on complimentary basis.

xxxiv. At release venue a suitable space shall be provided to Department of Posts (free of cost) for setting up a Departmental Philatelic Sales stall to show case its other products. /services as well.

xxxv. Breach of any of the afore mentioned terms and condition shall lead to cancellation /withdrawal of the approval for Special Cover/Special Cancellation.

 Encls : As above

Date :

 Place:

Signature & Seal of Proponent

 Name with Address:

 Phone. No.& Mobile No.

 mail Id: