

## **Terms and Conditions governing the purchase of NCPUL Publications and Discount available thereon.**

NCPUL publications can be purchased direct from its office at the addresses given below or by placing order to given address with following procedure indicated below:-

Head Office : Farogh-e-Urdu Bhawan,  
FC-33/9, Institutional Area, Jasola,  
New Delhi – 110025  
Phone: 49539000 Fax: 49539099

Sales Office West Block - 8, Wing No.7,  
R.K.Puram, New Delhi - 110 066  
Phone: 26109746 Fax: 26108159

S R B Office 22-7-110, IIIrd Floor,  
SYJ Complex, Block- 1-5,  
Pathar Gatti, Hyderabad  
Phone: 24415194

### Procedure to be followed while placing order

1. Write in block letters full name and postal address with pin code number.
2. Write legibly name of the nearest transport company as the case may be for publications weighing more than 3 Kgs. Kindly give the name of your bank and a/c detail for processing through bank.
3. Payment for NCPUL publication can be made through bank drafts drawn in favour of Director, NCPUL. However, the individuals have to remit the cost of the publications in advance by money order.
4. The price printed in the publication shall be regarded as the real price while complying with the purchase orders.
5. NCPUL allows credit facility of 120 days on a single purchase of Rs. 50,000/- by accepting post dated cheques from authentic buyer.
6. NCPUL exports its publications directly to foreign country. The cost of publications (on printed price) is payable in US dollars. 10% discount allowed in general, while 25% discount is allowed on purchasing of books worth Rs100,000/-. Postal charges will be borne by the purchaser.

### **Discount: on books published before 1 April 2010**

For individual buyers :

- I. Teachers 40% (on showing identity card)
- II. Students 45% (on showing identity card)
- III. Libraries 25%
- IV. 40% discount will be given to authors and translators on their own books in addition to the complimentary copies.

For Booksellers / Agents

- |      |  |     |
|------|--|-----|
| I.   | Order upto Rs. 5000/-                  | 25% |
| II.  | Order above Rs. 5001/- to Rs. 50,000/- | 40% |
| III. | Order of Rs. 50,001/- to 5,00,000/-    | 50% |
| IV.  | Order of Rs. 5,00,001/- and above      | 55% |

**Discount: on books published in April 2010 and onward**

For individual buyer :

Maximum discount 25% given to the individual buyers, subject to purchase of volume of books.

**For Booksellers / Agents**

- |      |  |
|------|--|
| I.   | Order upto Rs. 50,000/- will get 35% discount          |
| II.  | Order above Rs. 50,000/- up to 4,99,999/- will get 40% |
| III. | Order of Rs. 5,00,000/- and above will get 45%         |

**General information**

1. NCPUL published regularly its monthly magazine "Urdu Duniya" & quarterly journal "Fikr-o-Tahqeeq" and have annual subscription Rs. 150/- and Rs. 100/- respectively to dispatch in India through general post. Magazine can be subscribed from foreign countries with addition of postal charges. Payment will be made in equivalent US dollar or accepted currency in India.