



स्वातंत्र्याचा अमृत महोत्सव



डॉ. प्रभाकर देसाई

एम्.ए., पीएच.डी.

संचालक

सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)

राष्ट्रीय सेवा योजना

गणेशखिंड, पुणे - ४११ ००७



कार्यालय क्र. : ०२०-२५६२२६८८/८९

: ०२०-२५६२२६९०/९१

: ०२०-२५६२२६९२

: ०२०-२५६९७३४९

संदर्भ : रासेयो/२०२२/४२३

दि. ०३/०१/२०२२

प्रति,
मा. प्राचार्य/संचालक,
रासेयो संलग्नित सर्व महाविद्यालये परिसंस्था,
पुणे, अहमदनगर व नाशिक जिल्हा,
सावित्रीबाई फुले पुणे विद्यापीठ.

विषय— इंडियन कल्चर या शासकीय वेब पोर्टलसाठी इतिहास, वारसा व संस्कृती क्षेत्रामधील
अभ्यासकांकडून लेख व कथा लिहिण्याबाबत

महोदय,

मा. संचालक, पुराभिलेख संचालनालय, महाराष्ट्र शासन यांच्या पत्रानुसार सांस्कृतिक मंत्रालय, भारत सरकार यांनी निर्देशित केल्यानुसार भारतीय संस्कृतीविषयक माहिती देण्याकरिता 'इंडियन कल्चर' (indianculture.gov.in) या नावाने वेब पोर्टल विकसित केले आहे. संपूर्ण भारतातील वेगवेगळी संग्रहालये, संस्था इत्यादी कडून भारतीय संस्कृतीविषयक माहिती एकत्रपणे देणारा हा एक मंच आहे.

'इंडियन कल्चर' या पोर्टलवर अधिकाधिक माहिती प्रसिध्द करण्याच्या दृष्टीने इतिहास, वारसा व संस्कृती क्षेत्रामधील अभ्यासकांकडून लेख व कथा स्वरूपात लेखन मागविण्यात येत आहे. यानुसार या विषयासंदर्भातील अभ्यास व ज्ञान जगासमोर आणण्याची ही एक संधी आहे. सदर लेख व कथा लेखनाबाबत मार्गदर्शनपर माहितीपत्र सोबत जोडले आहे. कळावे, ही विनंती.

संचालक
राष्ट्रीय सेवा योजना

सोबत : मा. संचालक, पुराभिलेख संचालनालय, महाराष्ट्र शासन यांचे पत्र व माहितीपत्रे



पुराभिलेख संचालनालय
महाराष्ट्र शासन

(पर्यटन व सांस्कृतिक कार्य विभाग)

दूरध्वनी - कार्यालय- २२८४३९७९, २२८४४२६८, ९५६, सर कावसजी जहांगीर रेडीमनी इमारत, महात्मा गांधी मार्ग, काळा घोडा, फोर्ट, मुंबई-४०००३२
Email : mumbaiarchives@gmail.com

स्वातंत्र्याचा अमृत महोत्सव

जा.क्र.पुरा.संचा/सांमंभास/इंक/लेख/२०२१/बी- २७४०

दि. ०९ DEC 2021

प्रति,

मा.कुलगुरु,
सावित्रीबाई फुले पुणे विद्यापीठ,
गणेशखिंड,
पुणे- ४११००७.

सावित्रीबाई फुले पुणे विद्यापीठ, पुणे-७.
नावक/जावक क्र.: १५८
दिनांक 16 DEC 2021
राष्ट्रीय सेवा योजना
शाखा-

मा. कुलगुरु कार्यालय
सावित्रीबाई फुले पुणे विद्यापीठ
आवक दिनांक 11 DEC 2021
आवक क्रमांक व्हीसी 7015
जावक दिनांक 15 DEC 2021

विषय : इंडियन कल्चर या शासकीय वेब पोर्टलसाठी इतिहास, वारसा व संस्कृती क्षेत्रांमधील अभ्यासकांकडून लेख व कथा लिहिण्याबाबत...

भविष्यातील डिजिटल युगाची पावले ओळखून सांस्कृतिक मंत्रालय, भारत सरकार यांनी भारतीय संस्कृतीविषयक माहिती देण्याकरिता 'इंडियन कल्चर' (indianculture.gov.in) या नावाने वेब पोर्टल विकसीत केले आहे. संपूर्ण भारतातील वेगवेगळी संग्रहालये, संस्था इत्यादी कडील भारतीय संस्कृती विषयक माहिती एकत्रपणे देणारा हा एक मंच आहे.

या वेब पोर्टलवर अधिकाधिक माहिती प्रसिध्द करण्याच्या दृष्टीने इतिहास, वारसा व संस्कृती क्षेत्रांमधील अभ्यासकांकडून लेख व कथा स्वरूपात माहिती मागविण्यात येत आहे. सदरील लेख व कथा यांची छाननी केल्यानंतर ते 'इंडियन कल्चर' पोर्टलवर प्रकाशीत करण्यात येतील. संबंधीत लेखकांना मानधन देण्यात येईल.

'इंडियन कल्चर' या पोर्टलला अनेक भारतीय तसेच परदेशी लोक भेट देत असतात. यानुसार या विषयासंदर्भातील अभ्यास व ज्ञान जगासमोर आणण्याची ही एक संधी याद्वारे उपलब्ध झाली आहे. सदरील लेख/ कथा लेखन करण्याविषयक मार्गदर्शनपर माहितीपत्र सोबत जोडले आहे. या संदर्भात पुराभिलेख संचालनालयातील कागदपत्रांचा अभ्यास करावयाचा नियमानुसार असल्यास तशी संधी उपलब्ध करून दिली जाईल.

या पत्रानुसार आपल्यास विनंती करण्यात येत आहे की, आपल्या विद्यापीठाच्या अधिपत्याखालील विद्यालय / महाविद्यालयांना अवगत करून याविषयी प्रोत्साहन देणेबाबत आपल्या स्तरावर योग्य ती कार्यवाही करण्यात यावी, ही विनंती.

Prabhakar Desai

संचालक,

पुराभिलेख संचालनालय, महाराष्ट्र शासन

सोबत : माहितीपत्रे - २.

मा.कुलगुरु

मा.कुलगुरु

Snippets - Guidelines

We have introduced a category on the Indian Culture portal (www.indianculture.gov.in) called 'Snippets'. As the name suggests these would be short write-ups on a wide range of topics. Topics will range around History, Heritage and Culture. The aim is to add as much interesting content and exciting anecdotes as possible in this brief write-up, tempting the reader to look for more.

Categories

The topics can be based on the following categories:

1. **Indian History** - Short stories from Indian history. These can be based on historical events and incidents.
2. **Historical Personalities** - Personalities from Indian history. Episodes from their life, their struggle and anecdotes that can make the write-up exciting. Eg: Abakka Chowta of Mangalore.
3. **Tangible Heritage** - This can include heritage sites, preferably the sites that are not as popular as the rest.
4. **Intangible Heritage** - This can include Indian cuisine, Indian Textile; Designs and motifs, Performing arts and festivals.

Topic Selection

Once, the category under which you want to work has been finalised you can further go on to look for a topic. You can opt for different categories for different snippets (need not stick to one category).

The **Preliminary search** for an appropriate topic can be:

1. A topic that has caught your interest and you think would appeal to the public.
2. Browse through our rare book, e-book and video collection. This will also help you get a general idea of what our portal has and how the resources can be used to your benefit.
3. A basic web search for interesting topics.

Once the topic has been decided, it has to be sent to the research team member of the Indian Culture team who has been assigned to work with you. Once the topic has been finalised, you can start with your research.

***Note:** It would be ideal if you can send **5 topics** as options. Out of these, the topics that get approved can be further processed.

Research

1. Browse through our collection of rare books, e-books, manuscripts, archival documents, paintings and images for all the information related to the topic. It would be ideal if the snippet is based on some digital content available on our portal.
2. Look for books and articles on other platforms such as State Archives, State Gazettes, www.archive.org, google books, google scholar, Jstor etc. Jot down points that will help make the snippet interesting.
3. Even though we would be focusing on anecdotes and legends that will interest the general audience, we must not compromise on the authenticity of the same. Facts have to be cross checked before mentioning them in the write-up.

The write-up

1. The snippet must not exceed 500 words. It has to be within the word limit or else the snippet will not be considered for further processing.
2. The write-up must start with a brief introduction. This section of the snippet can be focused on general information such as state, history, dynasty depending on your topic. The introduction must be such that it leads to the body of the write-up. The introduction could be around 100 words long.
3. This is followed by the body of the write-up. This will include all the interesting anecdotes, facts, legends associated with your topic. The main objective is to focus on anecdotes, legends and facts that are not popularly known. Hence, making the snippet amusing and fascinating, leaving the reader wanting to know more.
4. The concluding section can either be an interesting fact that has not been mentioned in the write-up before or a fascinating twist to the story at the end.
5. All three sections of the snippet; introduction, body and conclusion must be well balanced.
6. At the end of the write-up, provide links to all sources that have been used. If they are books from our portal, provide links of those particular books.
7. You can also add images to the text, making it more attractive. The images must be placed in a way that they correspond to the text.

For the images, you can browse through the various sections of our portal. If you don't find a relevant image, you can use copyright free images available on **wikimedia commons**.

8. Once, your snippet is ready, it has to be mailed to the email ID snippets.nvli@gmail.com

along with a **plagiarism report**. You can use plagiarism checkers such as <https://www.duplichecker.com/>.

9. After making the suggested edits (if any), the final draft of the snippet has to be uploaded onto a folder named '**SNIPPETS**' which will be shared with you.
10. Create a copy of your snippet (final draft). This one, without images.

Uploading Snippet onto the folder

1. A common folder named '**snippets**' will be shared with you all. Within that folder, you will have to create a new folder and name it <topic name>.
2. Within your respective folders, there must be the following documents:
 1. <Topic Name>- Final Draft (with images)
 2. <Topic Name> - Final Draft for translation (without images)
 3. Images and Captions - A document with all the images that have been used in the snippet and their respective captions
 4. Upload all the images that have been used in the snippet in a separate folder and name it 'images'.

Time limit and Payment

1. For each final snippet of 500 words (which includes uploading all the documents onto the 'Snippets' folder) you will be paid Rs 500.
2. You are expected to submit the final snippet with text and images in 5 days time. This time includes uploading all the documents onto the 'Snippets' folder. Delay in submission will result payment delays and penalties.
3. The payment will be made on a monthly basis against an invoice to be submitted by you. The amount will depend on the number of snippets you have submitted.

What is the 'STORIES' category on the Indian Culture Portal?

It is a collection of interesting stories in an easy-to-read format on varied topics of Indian history, culture and heritage.

The key feature of this section is that the written content is supported by either original documents from the state government resources (Archives, Gazettes etc), or rare-books, gazettes, e-books and other resources from the Indian Culture Portal.

Step 1: Go to any story within the category. Eg: Koh-i-Noor
(<https://indianculture.gov.in/stories/koh-i-noor>)

Koh-i-Noor

The Koh-i-Noor diamond was mined at a location near Masulipatnam according to an account by Theophilus Metcalfe made at the request of Lord Dalhousie. It was owned by many illustrious Kings including the Iranian Nadir Shah and those of the Ghori Dynasty, Timurid Dynasty and the Afghan Durrani before it was acquired by Ranjit Singh from Shuja-ul-Mulk.

The Maharaja was curious about the value of the gem. When Wafe Begum, the beloved wife of the Koh-i-Noor's last owner was asked, she replied, "If a strong man were to throw 5 stones, 4 in cardinal directions and 1 vertically upwards and the space in between, was filled with gold and precious stones, it still wouldn't equal the value of the stone."

Ranjit Singh died in 1839. The empire had just begun recovering from the great loss when circumstances forced it into two prolonged wars. Upon the defeat of Punjab in the Second Anglo Sikh War, the Last Treaty of Lahore was signed. In Article 3 of the treaty, the British demanded the Koh-i-Noor be surrendered to the Queen of England. The conditions under which this treaty was signed were, however, those of deep duress. Not only was an additional regiment stationed outside Lahore, but the Resident of Lahore was also given instructions to impose British rule regardless of the outcome of the deliberations of the Council of Regency.



Maharaja Ranjit Singh
Painting by Manu Sahja

Step 2: Read through the story and you will come across purple highlighted texts. Each of these highlighted words have a document attached supporting the content of the story. Hover over these texts and the hover text appears which describes the content of the document.

Eg: Lord Dalhousie - The hover text reads 'Minute by Governor General Lord Dalhousie'.

Koh-i-Noor

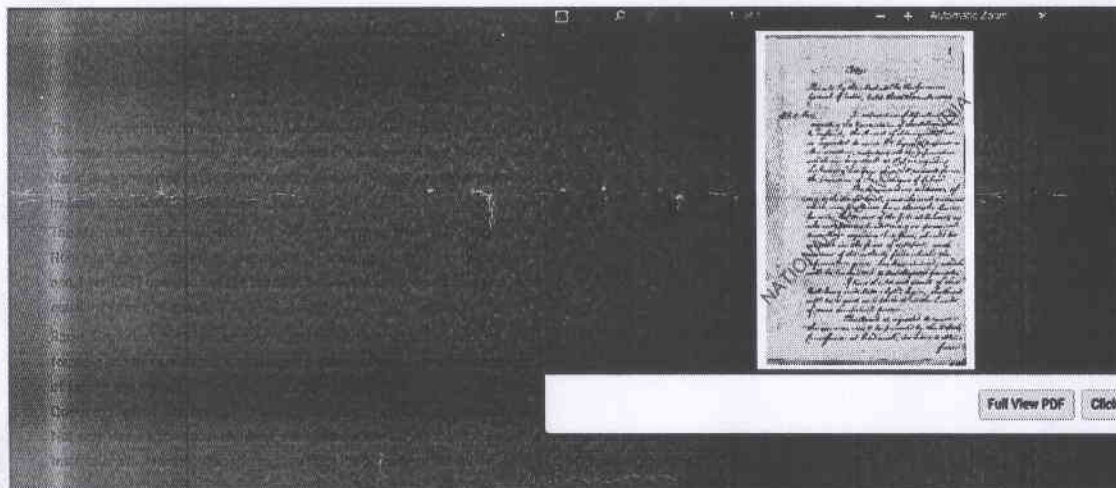
The Koh-i-Noor diamond was mined at a location near Masulipatnam according to an account by Theophilus Metcalfe made at the request of Lord Dalhousie. It was owned by many illustrious Kings including the Iranian Nadir Shah and those of Signature by Governor General Lord Dalhousie hasty and the Afghan Durrani before it was acquired by Ranjit Singh from Shuja.

The Maharaja was curious about the value of the gem. When Wafe Begum, the beloved wife of the Koh-i-Noor's last owner was asked, she replied, "If a strong man were to throw 5 stones, 4 in cardinal directions and 1 vertically upwards and the space in between, was filled with gold and precious stones, it still wouldn't equal the value of the stone."

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Step 3: Click on the highlighted text (here, Lord Dalhousie) and you would see the original document appear in a PDF format on the upper right hand side corner of the screen. You can also click 'Full View PDF' to view the PDF in full screen.



The procedure to prepare a story for the Indian Culture Portal.

Step 1. Brainstorming over topics. The researcher/writer needs to pitch 3-4 topics of their choice to the department management who will short-list and discuss the same with Prof. Pradeep Varma. The ideas would be discussed to establish their relevance and scope. The researcher/writer would be allotted a suitable topic post this discussion.

Step 2. The researcher/writer goes through the documents at the Archives (National Archives or any State Archives) and the Gazettes for any relevant information on the topic that is finalised.

Note: All relevant information related to the documents needs to be maintained:

1. Title of document
2. Name of Department (as given in the original document)
3. Name of Author
4. File Number
5. Document Date
6. Type of Document (Correspondence, Report, Minutes, Press Message etc).

Step 2A. The researcher/writer goes through the various categories on our portal (www.indianculture.gov.in) - rare books, e-books, gazettes, ASI image collection or videos - for any relevant books or information related to the finalised topic.

Step 2B. Other departments and sites that can be useful for the same are:

1. State archives
2. State Gazettes
3. Archive.org
4. Jstor
5. ASI official site for books and other resources.

Step 3. Researcher/writer has to maintain a list of all the available material relevant to the story being written.

Note: All factual information mentioned in the story needs to be backed up with relevant documents or pages from rare books, e-books, gazettes etc.

Step 4. A basic structure of the story is sent to Prof Pradeep Varma by the coordinator of the

department. The structure is discussed in detail and after recommended changes, it is finalised.

Step 5. At this stage, work on the story needs to commence. Relevant phrases/words in the story that corroborate with the documents found in the archives, on the portal or other digital platforms need to be highlighted. These phrases/words will work as hyperlinked words that redirect the user to the relevant document or a page of the document.

A sample of the word document with the highlighted texts/words:

The 'Koh-i-Noor' diamond was mined at a location near Masulipatnam according to an account by Theophilus Metcalfe made at the request of Lord Dalhousie. It was owned by many illustrious Kings including those of the Iranian Nadir Shah and those of the Ghori dynasty, Timurid Dynasty and the Afghan Durranis before it was taken by Ranjit Singh from Shuja-ul-Mulk.

The Maharaja was curious about the value of the gem. When Wazir Begum, the beloved wife of the stone's last owner was asked, she replied, "If a strong man were to throw 5 stones, 4 in cardinal directions and 1 vertically upwards and the space in between, was filled with gold and precious stones, it still wouldn't equal the value of the stone."

Ranjit Singh died in 1839. The empire had just begun recovering from the great loss when circumstances forced it into two prolonged wars. Upon the defeat of Punjab in the Second Anglo Sikh war, the Last treaty of Lahore was signed. In Article 3 of the treaty, the British demanded the Koh-i-Noor be surrendered to the Queen of England. The conditions under which this treaty was signed were, however, those of deep duress. Not only was an additional regiment stationed outside Lahore, but the Resident of Lahore was also given instructions to impose British rule regardless of the outcome of the deliberations of the Council of Regency.

The young new King of Punjab, Maharaja Duleep Singh led his people through this defeat with honour and composure.

The Diamond, wrested from the Sikhs in terms of the treaty, was entrusted to Dr Logan, the British guardian of the Maharaja. Governor-General Dalhousie himself travelled to Lahore to receive the Diamond from him and bring it to Mumbai. The much-coveted Diamond was deposited in the Bombay Treasury in the presence of 4 other officers besides Dalhousie himself.

These 4 officials included Frederick Mackeson of the 14th Native Infantry and James Ramsay of the 22nd Native Infantry, Military Secretary to the Governor-General. The task of transporting the Koh-i-Noor to London was entrusted to them by the Governor-General himself. The Diamond was placed inside a small iron box which was sealed with the Governor General's seal. This box was placed inside a red despatch box which was sealed with red tape and his Lordship's seal again. The outer seal, however, was an imperfect impression. The red despatch

The first draft of the story is reviewed by Prof. Pradeep Varma and edits may need to be made.

Step 6. Keeping in mind the suggested changes, the story is redone and submitted again for review. Edits may be made again.

Step 7. Once the story has taken shape, it needs to be run through a plagiarism checking software (preferably, duplichecker). The final story along with the plagiarism check report needs to be sent to Prof Pradeep Varma for final approval.

Useful sites to check for plagiarism:

1. <https://www.duplichecker.com/>
2. <https://smallseotools.com/plagiarism-checker/>
3. <https://plagiarismdetector.net/>

Step 8. Once the story is finalised, images related to the story need to be sourced. If not available on the Indian Culture portal (www.indianculture.gov.in), copyright-free images from the internet can be used.

Note 1 : Copyright free images can be accessed on Wikimedia Commons.

Note 2: While submitting the final write-up, the researcher/writer must insert the images along with the text at the exact places where they seem appropriate. The same format will be replicated on the portal.

A sample of the write-up with images:

The 'Koh-i-Noor' diamond was mined at a location near Masulipatnam according to an account by Theophilus Metcalfe made at the request of Lord Dalhousie. It was owned by many illustrious Kings including those of the Iranian Nadir Shah and those of the Ghori dynasty, Timurid Dynasty and the Afghan Durrani before it was taken by Ranjit Singh from Shuja-ul-Mulk.

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Upon the defeat of Punjab in the Second Anglo Sikh war, the Last treaty of Lahore was signed. In Article 3 of the treaty, the British demanded the Koh-i-Noor be surrendered to the Queen of England. The conditions under which this treaty was signed were, however, those of deep duress. Not only was an additional regiment stationed outside Lahore, but the Resident of Lahore was also given instructions to impose British rule regardless of the outcome of the deliberations of the Council of Regency.



Step 9: Once the images are finalised, the researcher/writer will prepare captions for all images. Captions for each image detailing the year, author (photographer) and source etc need to be written.

Note: The format for image and captions has been attached in the mail. Please refer to the same.

Step 10. Each highlighted word in the final write-up has to be supported by a document or gazette, either sourced from the Archives (refer 10A), the Indian Culture Portal (refer 10B) or any other digital platform (refer 10C).

10.A If the document supporting the text is from relevant government sources:

- Create scanned copies of the documents/pages of the document.

- All the relevant pages will have to be converted into PDFs. If necessary, two pages from two different documents can be combined to form one PDF.
- The PDF file name needs to be changed to the name of hyperlinked word/words in the story. One must make sure that in doing so there are no spaces or the use of '.'. One can use '_' instead of spaces between two or more words.

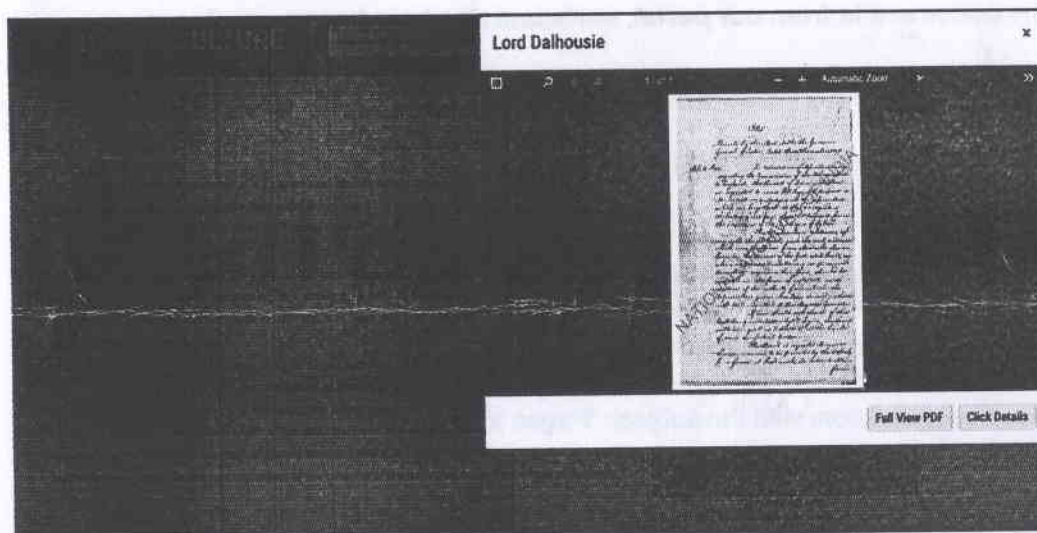
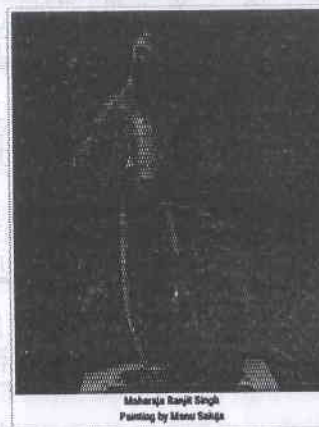
Eg: If the hyperlinked text is Lord Dalhousie - The PDF file name must also be Lord Dalhousie, as given in the sample below.

Koh-i-Noor

The Koh-i-Noor diamond was mined at a location near Masulipatnam according to an account by Theophilus Metcalfe made at the request of Lord Dalhousie. It was owned by many illustrious Kings including the Iranian Nadir Shah and those of the Mughal Empire, the British East India Company and the Afghan Duranis before it was acquired by Ranjit Singh from Shuja Durrani by Governor General Lord Dalhousie.

The Maharaja was curious about the value of the gem. When Wafa Begum, the beloved wife of the Koh-i-Noor's last owner was asked, she replied, "If a strong man were to throw 5 stones, 4 in cardinal directions and 1 vertically upwards and the space in between, was filled with gold and precious stones, it still wouldn't equal the value of the stone."

Ranjit Singh died in 1839. The empire had just begun recovering from the great loss when circumstances forced it into two prolonged wars. Upon the defeat of Punjab in the Second Anglo Sikh War, the Last Treaty of Lahore was signed. In Article 3 of the treaty, the British demanded the Koh-i-Noor be surrendered to the Queen of England. The conditions under which this treaty was signed were, however, those of deep duress. Not only was an additional regiment stationed outside Lahore, but the Resident of Lahore was also given instructions to impose British rule regardless of the outcome of the deliberations of the Council of Regency.



Once the PDFs are ready, the metadata for the same needs to be filled in.

Note: Please fill the metadata sheet '*Stories Metadata in Dublin Core - Archival Documents*' attached in the mail. A sample entry has been done in the excel sheet.

10.B If the document supporting the text is from the Indian Culture Portal:

- Provide us with the URL to the sources referred - rare books/e-books/gazettes
- Provide us with the page numbers of the relevant pages
- Fill the excel sheet '*Pages to be extracted*' attached in the mail and send it to the email ID: stories.nvli@gmail.com with the subject: 'Pages to be extracted.'

The excel sheet has a sample of the format in which it needs to be filled. Please refer to the same.

Once we receive the mail, we will revert with the extracted pages of the book/document.

Note: Change the name of PDF to the name of the hyperlinked word in the story.

The PDF file name needs to be changed to the name of hyperlinked word/words in the story. One must make sure that in doing so there are no spaces or the use of '.'. One can use '_' instead of spaces between two or more words.

If the document is from our portal, metadata need not be prepared.

10.C If the document supporting the text is from any other digital platform eg: archive.org

- Please make sure that the book/document is downloadable.
- Send us the downloaded version of the book or send us the URL of the same.
- Provide us with the page numbers of the relevant pages.
- Fill the excel sheet '*Pages to be extracted*' attached in the mail and send it to the email ID: stories.nvli@gmail.com with the subject: 'Pages to be extracted.'

The excel sheet has a sample of the format in which it needs to be filled. Please refer to the same.

Once we receive the mail, we will revert with the extracted pages of the book/document.

Note: Change the name of PDF to the name of the hyperlinked word in the story.

The PDF file name needs to be changed to the name of hyperlinked word/words in the story. One must make sure that in doing so there are no spaces or the use of '.'. One can use '_'

instead of spaces between two or more words.

Once the PDFs are ready, the metadata for the same needs to be filled in.

Note: Fill the metadata sheet '*Stories Metadata in Dublin Core - Digital Platforms*' attached in the mail. A sample entry has been done in the excel sheet.

The department coordinator will make sure that at the end of this task, each highlighted text has a supporting document in the form of a PDF.

Step 11: Hover texts for each hyperlinked word in the story need to be created. Hover texts are short descriptions which briefly describe the content of the document attached. These hover texts can be filled in the metadata sheets given above.


Sample of hover text on the highlighted texts/phrases:

Koh-i-Noor

The *Koh-i-Noor* diamond was mined at a location near Masulipatnam according to an account by Theophilus Metcalfe made at the request of Lord Dalhousie. It was owned by many illustrious Kings including the Iranian Nadir Shah and those of Minute by Governor General Lord Dalhousie. *tasty* and the Afghan Durranis before it was acquired by Ranjit Singh from Shuja.

The Maharaja was curious about the value of the gem. When Wafa Begum, the beloved wife of the Koh-i-Noor's last owner was asked, she replied, "If a strong man were to throw 5 stones, 4 in cardinal directions and 1 vertically upwards and the space in between, was filled with gold and precious stones, it still wouldn't equal the value of the stone."

Ranjit Singh died in 1839. The empire had just begun recovering from the great loss when circumstances forced it into two prolonged wars. Upon the defeat of Punjab in the Second Anglo Sikh War, the Last Treaty of Lahore was signed. In Article 3 of the treaty, the British demanded the Koh-i-Noor be surrendered to the Queen of England. The conditions under which this treaty was signed were, however, those of deep duress. Not only was an additional regiment stationed outside Lahore, but the Resident of Lahore was also given instructions to impose British rule regardless of the outcome of the deliberations of the Council of Regency.



Maharaja Ranjit Singh
Painting by Manu Sekha

The coordinator of the department will go through the final work for any errors - PDFs correctly named, the final write-up with images and captions, and the metadata and the hover texts correctly entered.

Step 11: Send us the following documents in the final mail to stories.nvli@gmail.com

1. The final write-up with images
2. All the PDF files correctly named
3. The updated document of images and captions.
4. The updated metadata sheet for archival documents and/or updated metadata sheet for digital platforms.

In case of any issues, we will revert to the mail.

Step 12: Approval after the story design. The link to the final story will be shared with the coordinator of the department. The PDFs, images, captions, hover text and the main content of the story has to be checked in detail. In case of any changes, send us a mail with all the corrections.

The final design will be reviewed by Prof. Pradeep Varma. After approval, the story will be finally uploaded on the portal.

The decision to accept or reject any story will rest with Indian Culture Portal

Time limit and Payment

1. For each final accepted story 2000 words you will be paid Rs 2000.
2. You are expected to submit the final story with text and images in 15 days time, including research, writing and the entire process described above. Delay in submission will result payment delays and penalties.
3. The payment will be made on a monthly basis against an invoice to be submitted by you. The amount will depend on the number of stories you have submitted in that month.

The link to some of the stories on our portal are given below:

1. <https://www.indianculture.gov.in/stories/bahadur-shah-zafar>
2. <https://www.indianculture.gov.in/stories/koh-i-noor>
3. <https://www.indianculture.gov.in/stories/jallianwala-bagh-massacre>