

**RAJA RAMMOHUN ROY LIBRARY FOUNDATION**  
**Ministry of Culture, Government of India**  
**BLOCK DD 34, SECTOR 1, SALT LAKE KOLKATA 700064**

**NOTIFICATION**

All State/U.T. Authorities are hereby intimated that the Foundation at its 99th meeting held on 24th November, 2021 recommended change of procedure of sanction and release of assistance under the Matching Book Assistance Scheme of RRRLF. In keeping with the decision of the Foundation following new procedure is hereby notified:

- 1) Each State/U.T. will have to apply in the enclosed prescribed format along with the required documents for financial assistance towards procurement and distribution of books to the recipient libraries as per budget allocated the by the State Library Committee and Matching fund allocation of 2021-22 intimated by RRRLF.
- 2) On receipt of the application along with required documents, RRRLF will issue Sanction Order to the respective State/U.T. Library Authority for placing of Orders to the Publishers/Suppliers for the selected books.
- 3) On receipt of the acceptance of Terms & Conditions of the Sanction Order, RRRLF will release the sanctioned amount to the designated Bank Account of the State/U.T. Library Authority of each Sate/U.T.
- 4) The Utilisation Certificate, detail expenditure statement and a Certificate to the effect that all the ordered books have been received and delivered to the recipient libraries have to be within four(4) months from the date of receipt of payment.
- 5) Books are to selected and ordered as per guidelines of the matching book assistance scheme of RRRLF on receipt of Sanction Order from RRRLF. RRRLF will not remain responsible for any deviation, discrepancy, ordering and disbursement of payment out of the matching assistance.
- 6) Payment to the Publisher/Supplier/Author for books ordered have to be released through ECS after receipt of the ordered books.
- 7) Books to the recipient libraries has to be delivered within three(3) months and all records for receipt & deliver will have to be kept properly.
- 8) All the recipient libraries should be providing satisfactory services to the citizens.
- 9) The Department will maintain all records for selection, order and payment released to facilitate prompt reply to any RTI Application, Audit Query and Parliament/ Assembly query etc in a time bound manner.

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**(Prof. A.P Singh)**  
**Director General**