

APPLICATION UNDER THE MATCHING SCHEME OF FINANCIAL ASSISTANCE TOWARDS ORGANISATION OF SEMINARS, WORKSHOPS, TRAINING COURSES (ORIENTATION/REFRESHER), BOOK EXHIBITIONS AND LIBRARY AWARENESS PROGRAMMES

From :

(To be routed through the State Government/Union Territory Administration)

To
The Director General
Raja Rammohun Roy Library Foundation
Block-DD-34, Sector-I, Salt Lake
Kolkata – 700 064.

Web: rrlf.gov.in, E-mail: rrlf-wb@nic.in

Subject: ASSISTANCE TOWARDS ORGANISATION OF SEMINARS, WORKSHOPS, TRAINING COURSES (ORIENTATION/REFRESHER), BOOK EXHIBITIONS AND LIBRARY AWARENESS PROGRAMMES

Sir,

I submit herewith an application vide Annexure – I, Check List & Annexure – II for a grant under the “Matching Scheme of Financial Assistance towards organization of Seminars, Workshops, Training Courses (Orientation/Refresher), Book Exhibitions and Library Awareness Programmes”. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them.

Yours faithfully

Place :
Date :

Signature of the applicant
with designation and office seal

Annexure – 1

(All the columns are to be filled up properly by the applicant in English or Hindi (official language) in Capital letters)

1.	Name of the Applicant Organization / Library:	
2.	Postal address :	
	(i) Premises No./Street	
	(ii) Village/Town	
	(iii) Post Office	
	(iv) District	
	(v) State with Pin Code	
	(vi) Contact/Mobile No of the applicant	
	(vii) Whether the library located at	(i) Urban (ii) Rural or (iii) Tribal
	(ii) E-mail ID	
3.	(a) Name of library for which assistance sought for :	
	(b) Postal Address of the library with Pin Code :	
4.	Nearest Railway Station/Bus Stop/ Land Mark	
5.	Date of establishment of the library : (Photocopy of the Society Registration Certificate/Govt. Order, if any)	
6.	Status of the Library (Tick the appropriate)	SCL / Divisional / Sub-Divisional/ Mondal/ District/City Central/ Town /Municipal / Taluk / Tehsil / Branch / Rural
7.	Nature of Library (Tick the appropriate)	Govt./Sponsored/Aided/ Run by Local Body or LLA or Notified Area Authority/ Non-Govt.
8.	(i) Total Nos. of Registered Members : (ii) Average no. of readers per day :	(i) (ii)
9.	The total no. of books and magazines available in the library:	a) Books : b) Magazines : c) Other items :
10.	(i) Total No. of Computer available (ii) Internet Connection (iii) Internet facility for users (iv) Library Automated	(i) (ii) Yes or No (iii) Yes or No (iv) Yes or No
11.	Whether any grant is received from RRRLF. If yes, particulars (RRRLF sanction Letter no. and amount) of the grant be furnished :	Yes / No

12.	Level of Programme (Tick the appropriate) :	
	State Level () District/Sub-Divisional/Town/Rural level ()	
13.	Programmes to be conducted and total estimated expenditure :	
	(i) Seminar	₹
	(ii) Workshop	₹
	(iii) Book Exhibition/Book Fair	₹
	(iv) Training Courses/Workshop	₹
	(v) Awareness Programme	₹
	(vi) Public Library Day	₹
	Total :	₹
	Note : Estimated statement of item-wise expenditure has to be furnished.	
14.	Programmes information :	
	i) Theme/Objective	
	ii) Date, Time & Duration	
	iii) Place	
	iv) Name & qualification of Resource Persons	
	v) No. of delegates/participants	
	Note : Details to be provided in a separate sheet.	

Declaration

On behalf of the institution/organization I solemnly declare that the particulars furnished above are true. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them. I also declare that no Utilization Certificate and other documents related to previous assistance received by this library through RRRLF are pending.

List of Enclosures : Please see Check List.

Place: _____ Name of the applicant
 _____ Designation
 Date : _____ (In Block Letters)

Signature with Office Seal

Annexure – II

Recommendation of State Government/U.T Administration

This is to certify that the project is useful for improvement of library services in the State/U.T. and the library deserves assistance from the RRRLF. An Officer of the Department has inspected the organization and found the organization eligible for receiving assistance under this matching scheme. The amount of assistance recommended is Rs. (Rupees)
only in favour offrom the matching fund which have been approved in State Library Committee/State Library Planning Committee Meeting held on

Signature.....

Name and designation of the Convener,
SLC/SLPC with Office Seal.

Place :

Date :

Check List for Seminar, Book Exhibition & Training Courses etc.

Sl. No.	Particulars	Check (Tick)
1	Forwarding Letter	
2	Application.	
3	Constitution/Memorandum of Association of the organization	
4	Copy of the Society Registration Certificate	
5	Copy of the Latest available Annual Report	
6	Latest Audited Accounts	
7	Item-wise details of estimated expenditure	
8	Details description of the project	
9	SLC's Recommendation.	
10	An Undertaking to bear the liability in excess of the ceiling limits of the scheme and recommended amount by the SLC.	

Signature with Office Seal

Place :

Date :