

**Raja Rammohun Roy Library Foundation**  
**Block- DD-34, Sector - I, Salt Lake City, Kolkata- 700 064**

**MATCHING SCHEME OF ASSISTANCE TOWARDS PURCHASE OF LIBRARY FURNITURE, STORAGE MATERIALS AND OTHER ITEMS FOR PROVIDING FACILITY TO READERS**

**1. Title and Object**

The object of this matching scheme is to render assistance to the libraries in order to equip them with storage materials, reading room furniture, library equipment and other items required for providing quality library services and extending services to the readers. The scheme is known as "Matching Scheme of Assistance towards purchase of library furniture, storage materials and other items for providing facility to readers".

**2. Types of Institutions/Organisations eligible for assistance**

- a) Assistance under this scheme will be given from the Matching Fund to public libraries run or aided by the State Government/U.T. Administration, Local Bodies, Local Library Authority or registered Non-Government Voluntary organizations or No-profit company library.
- b) In order to be eligible for financial assistance under the scheme a Non-Government library should be a registered society/trust/No-profit company with the following characteristics:
  - (i) It should have adequate facilities, resources, and personnel etc. to run the library.
  - (ii) Its working should have been found satisfactory by the State Government/ U.T. Administration.
  - (iii) It is not run for profit to any individual or body of individuals.
  - (iv) The Library should be open to all without discrimination.

**3. Scope of Assistance**

Assistance under the scheme may be given for procurement of racks/almirah/storage and display equipment/ reading room furniture/card cabinet/fire extinguisher/ eco-friendly generator, photocopier, power back up system, water cooler/purifier, Desert Cooler, Solar Panel System and Air Conditioners and other items required for library services including cost of freight, insurance, installation, and all other ancillary & incidental expenses, one time Warranty/Annual Maintenance Contract for three years and Govt. taxes as applicable.

**Cost should generally be inclusive of freight, insurance, installation, and all other ancillary & incidental expenses, one time Warranty/Annual**

**Maintenance Contract for three years and should be clearly specified in the order letter.**

Any other related items for implementation of the Scheme will also be considered.

#### **4. Extent of Assistance**

- i. Rs. 5.00 lakhs for State Central Library.
- ii. Rs. 3.00 lakhs for District/Divisional/Mondal/Sub-divisional/ Town library or equivalent.
- iii. Rs. 1 lakh for rural and other library

#### **One time special grant for newly constructed library:**

- a. Rs.25.00 lakhs for State Central Library.
- b. Rs.15.00 lakhs for District/Divisional/Mondal/Sub-divisional or equivalent.
- c. Rs.10.00 lakhs for town library or equivalent
- d. Rs.5.00 lakhs for rural or other library

**NB: Provided that the maximum amount may be revised upwards with the concurrence of the State.**

#### **5. Procedure for Submission of Application**

- A. An application for grant should be submitted in the prescribed form through the Convener, State Library Committee/ State Library Planning Committee with due recommendation.
- B. Each application should be accompanied by the following documents/information:
  - a. **Item-wise details of estimated expenditure.**
  - b. **A report on the activities undertaken by the library/organization during the last one year**
  - c. **In case of a non-Government Institution/Library (in addition to a & b above):**
    - (i) Society Registration Certificate/ Trust deed
    - (ii) Audited annual accounts for the last year

## **6. Release of Assistance**

- a) Grant will be released to the recommended Libraries/Director of Library Services/Convener of the State Library Committee/State Library Planning Committee. RRRLF may also release payment to the supplier on the basis of bill raised in the name of RRRLF, if requested. In case of all libraries including private libraries the State Authority would certify that all formalities as mentioned in Clause 5 have been observed.
- b) All Goods, things, store and Services sanctioned under the scheme should be acquired and procured observing the same formalities and procedure as is done by the respective State Government/U.T Authorities for procurement of the same at best market price.
- c) Every article procured with the assistance from the RRRLF should bear the inscription **“Procured with the assistance from Raja Rammohun Roy Library Foundation”**
- d) The institution/organization shall maintain a record of all assets created wholly or substantially out of the RRRLF's assistance. The asset so created shall not be disposed of without prior approval of the RRRLF. Should the library cease to exist at any time, the properties acquired with the grant shall be vested with the RRRLF.
- e) Items procured are subject to inspection by an official deputed by the RRRLF or the State Government/U.T. administration.
- f) If the RRRLF requires clarification on any point not contained in the statements, the library shall furnish it within the time specified by the RRRLF failing which the application will not be considered.
- g) The RRRLF/Government has the right to stop payment of assistance and to recover the earlier grant when the sanctioned amount is not utilized for the approved purposes.
- h) Decision of RRRLF in respect of approval of the project and the amount of assistance shall be final and binding on the grantee institution in all cases.

## **7. Documents required for Releasing of Payments**

The following documents are required to be submitted for release of payments.

### **(a) In case of payment to Grantee Organization/Director of Library Services/Convener.**

- i. Acceptance of the terms & conditions.
- ii. Stamped Pre-receipt in the prescribed format.

iii. Bank Authorisation and a Cancelled Cheque leaf.

**(b) In case of payment to Vendor /Supplier, if requested**

- iv. Bill/Proforma Invoice in duplicate to be drawn in favour of "Raja Rammohun Roy Library Foundation, Kolkata" containing order letter number, date with detailed specifications of the items & taxes etc. duly certified.
- v. Copy of Supply Order.
- vi. Acceptance of the terms & conditions.
- vii. Bank Authorisation and a Cancelled Cheque leaf.

**8. Submission of Documents after Utilisation of Grant**

a) In case of payments received by the **Grantee Organisation/Director of Library Services/Convener.**

- (i) Final Bill of the supplier quoting order number & date drawn in favour of "Raja Rammohun Roy Library Foundation, Kolkata" duly certified with signature & seal of the Convener/Librarian/Authorized official.
- (ii) Utilization Certificate in the prescribed format duly signed by the Head office/library authority/Grantee organization and countersigned by Drawing & Disbursing Officer (DDO), Chartered Accountant/Government Auditor/Local Fund Audit.
- (iii) Acknowledgements with Stock Entry Certificate from the recipient libraries to the effect that the items have been received in good condition as per specification and taken into the stock" under seal and signature.

b) In case of payments received by the **Vendor(s)/Suppliers(s) directly against Invoice(s)/Bill(s).**

- (i) Final Bill of the supplier quoting order number & date drawing in favour of "Raja Rammohun Roy Library Foundation, Kolkata" duly certified with signature & seal of the Librarian/Authorized official.
- (ii) Acknowledgements with Stock Entry Certificate from the recipient libraries to the effect that the items have been received in good condition as per specification and taken into the stock" under seal and signature.
- (iii) Money Receipt of Vendors/Suppliers.

c) In case of failure to submit requisite documents in utilizing the grant within a reasonable time without valid reason the grantee institution is liable to refund the entire amount of the grant to the RRRLF.