

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

MATCHING SCHEMES OF ASSISTANCE TOWARDS DEVELOPMENT OF RURAL BOOK DEPOSIT CENTRES AND MOBILE LIBRARY SERVICES

1. Title and Object

This scheme envisages the setting up of book deposit centers and development of mobile library services for the benefit of both urban and rural reading public. District libraries and other selected libraries are to serve as the base libraries from which books will be circulated to the book deposit centers or book delivery stations. The object of the scheme is to take library services to the disadvantaged sections of the people and to develop reading habit among the people. This is a Matching Scheme.

This scheme is known as "Matching Scheme of Assistance towards Development of Rural Book Deposit Centres and Mobile Library Services".

2. Types of Institutions/Organisations Eligible for Assistance

- a) Assistance under the scheme may be given from the Matching Fund to Government libraries, aided libraries and registered voluntary organizations conducting or planning to conduct mobile library services.
- b) In order to be eligible for financial assistance under the scheme a non-Government institution should be a registered society/trust with the following characteristics-
 - (i) It should have the necessary facilities, resources, and personnel etc. to initiate the project/proposal for which the grant is required.
 - (ii) Its working should have been reported as satisfactory by the State Government / U.T. Administration and/or State Library Association.
 - (iii) It is not run for profit to any individual or a body of individuals.
 - (iv) The library should be open to all without discrimination.

3. Scope and Extent of Assistance

A) Assistance will be given for purchase of the following items :

- i. Inexpensive Mobile Library Van with book shelves: Rs 7.00 lakhs for the Base Library including installation of Book Display Rack etc in the vehicle (once in 10 years to be procured through authorized dealers)
- ii. Rs. 50.00 thousand per year for other items like Storage-cum-carriage equipment; Loudspeaker, microphone and other items required for functioning of the mobile library services.
- iii. **Books for circulation are to be provided by the Base Library.**
- iv. Any other related items for implementation of the Scheme will also be considered.

NB: Provided that the maximum amount may be revised upwards with the concurrence of the State/U.T authority.

B) Installment Ratio:

- 1) For projects having financial implication of Rs 1.00 crore (Rupees one crore) & above, the sanctioned amount will be released in two installments (50% as first installment and 50% as 2nd installment).
- 2) For other projects having financial implication less than Rs 1.00 crore (Rupees one crore), the assistance will be released in two installments in 75%: 25% ratio i.e. 75% as the first installment and 25% as the 2nd installment after completion of work.
- 3) In case of procurement through GeM or through Government Agencies, both for Government / Non-Government Libraries, the sanctioned amount of assistance will be released to the Library authorities in one installment.

Director General may relax the installment payment in respect of Govt. libraries / organization on receipt of request from the State/U.T/District Library Authority or Government Library with justification.

4. Procedure of Submission of Applications

- a) Applications will be received only through the Convener of State Library Committee/State Library Planning Committee and with its recommendations.
- b) Applications in the prescribed form complete in all respect together with relevant documents should be submitted to the Convener of State Library Committee/State Library Planning Committee.
- c) The State Government/U.T. Administration or the State Library Committee/State Library Planning Committee will scrutinize the application and will forward it with such recommendation as they may deem fit, in the prescribed form.
- d) Each application should be accompanied by the following documents/information.
 - i. In case of Government Department/ Institution/ Organisation, the designation of Head of the Department/ Head of Office sponsoring the project.
 - ii. In case of a non-Government Institution/Library Association, **Constitution of the organization/Memorandum of Association, copy of the latest available annual report, audited annual accounts and Society Registration Certificate.**
 - iii. A detailed description of the project for which assistance is requested alongwith its duration and qualification and experience of the staff to be employed.
 - iv. Financial statement of the project giving item-wise details of expenditure.
 - v. Information relating to the grants received, promised or the requests thereof made, if any, to other bodies.

5. Conditions for Assistance

- a) Once the project/proposal and estimates have been approved and grant assessed on the basis of these estimates they shall not be modified by the organization without prior approval of the RRRLF.
- b) Every article purchased with the assistance from the RRRLF should bear the inscription "**Purchased with the assistance from Raja Rammohun Roy Library Foundation.**"
- c) 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 the prior approval of the RRRLF. Should the library cease to exist at any time, the properties acquired with this assistance shall be vested with the RRRLF.
- d) The grant will be released in favour of grantee institution.
- e) The project is subject to inspection of the RRRLF or the State Government/U.T. Administration.
- f) The RRRLF/Government have the right to stop payment of assistance and to recover the earlier grant when the sanctioned money is not utilized for approved purposes.
- g) The grant is required to be utilized within three months from the date of receipt of the cheque.
- h) Expenditure prior to receipt of the sanction order will not be computed towards utilization of the grant.
- i) Decision of the RRRLF in respect of approval of the project/proposal and the amount of assistance shall be final and binding on the grantee institution in all cases.

6. Submission of Document after Utilisation of Grant

- a) The grantee institution/organization shall submit an annual report regarding the working of the project to the RRRLF.
 - i. In case of non-Govt. organizations, the grantee institution shall submit to the RRRLF utilization certificate in the prescribed format duly signed by the authority of the institution and countersigned by Chartered Accountant/government Auditor alongwith copy of the purchase voucher together with an audited statements of accounts within six months from the closing of the financial year in which the grant was utilized.
 - ii. In case of govt. organization, the grantee organization shall submit to the RRRLF utilization certificate in the prescribed format duly signed by Drawing and Disbursing Officer and countersigned by the Head of the Office alongwith copy of the purchase voucher together with the statement of expenditure duly signed by the Head of the Office.
- b) 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.