

# **NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE FOR ESTABLISHMENT OF DIGITAL INFORMATION SERVICE SECTION IN PUBLIC LIBRARIES**

## **1. TITLE AND OBJECT**

The scheme is known as “**Non-Matching Scheme of Financial Assistance for establishment of Digital Information Service Section in Public Libraries**”.

The object of the scheme is to digitally connect public libraries all over the country for providing digital information service to the citizens for Education, Career, Travel, Health, Research and Other matters in order to improve their standard of living.

The scheme is aligned with the Digital India programme of Government of India

## **2. TYPES OF INSTITUTIONS/ORGANISATIONS ELIGIBLE FOR ASSISTANCE**

The assistance under this scheme will be given to Government public libraries satisfying the following conditions :

- (a) State Central Libraries, District Libraries, Sub-Divisional/Taluka Libraries, Municipal Library, Town and Other Library run by Government or established under the provision of the Public Libraries Act.
- (b) Libraries located in Municipal or Corporation area must have at least 1500 registered member and daily average reader 100 and in case of Libraries located in North East India/Panchayat/Hilly/Tribal area must have 1000 registered member and daily average reader 50.
- (c) The Library must have at least two regular Staff out of which one should be professionally qualified.
- (d) The Library must have the adequate space to open the digital information service section.

## **3. SCOPE OF ASSISTANCE**

Assistance will be given for the following purposes :

- (i) **Computer and Networking** : Desktop Computers ( maximum 5), one Multifunctional Printer with Scanner (MFD), One Printer B&W, UPS, Disabled friendly computer items, Networking, Electrical installation, WiFi Router and related Items.
- (II) **Furniture** : Computer Table & Chair, Other Furniture, Wheel Chair/Disabled friendly Computer Table/ Chair and related items.
- (iii) **Site Preparation** - Site preparation for Digital Information Service Section with creation of a separate covered corner with privacy for secured transactions.

- (iv) **Internet Connectivity with WiFi (Minimum 1 MBPS with unlimited download)** for 12 months).
- (v) **Maintenance, Security and Digital Information Service with Manpower support:** One Manpower Support for Digital Information Service 8 hours per day X 6 days with Maintenance and System security support. Manpower deployed for Digital Information Service should have minimum qualification of B.Tech in IT/Electronics/Computer Science, MCA, or Science Graduate with B.Lib or Diploma in Computer/IT/ Electronics from a recognized Institute.  
  
**Maintenance, Security and Digital Information Service with Manpower support should preferably be made through an outsourced agency with the recommendation of the Convener SLC / Director of Libraries as per broad Guidelines provided at Annexure G.**
- (vi) **Awareness Campaign for Digital Service Programme one in each Quarter**

#### **4. SPACE**

The assistance for opening a new section will be available to such libraries subject to the fulfillment of the conditions as mentioned at Clause 2 and in a position to offer a minimum space of about **300 sq. ft.** exclusively easily accessible for the purpose for the section.

#### **5. EXTENT OF ASSISTANCE**

- (I) **Computer and Networking** : Maximum extent of assistance for items would be limited to Rs 3.60 lakh per Library
- (II) **Furniture:** Maximum extent of assistance for items would be limited to Rs 90,000/- per Library
- (iii) **Site Preparation:** Maximum extent of assistance for site preparation would be limited to **Rs 1.50** lakh per library.

Assistance for items as mentioned above would be provided at prevailing market rate fixed through competitive bidding as per Govt. rules or may be procured as per DGS & D/NICSI rate contract prices or any other similar approved Govt. rate contract prices and through enlisted vendors. **Computer items should preferably be procured with three years on-site warranty.**

SANCTIONED GRANT FOR ITEMS UNDER (I), (II) & (III) ABOVE WILL BE RELEASED **IN TWO INSTALMENTS**, 75% OF THE TOTAL APPROVED GRANT WILL BE RELEASED AS FIRST INSTALMENT ON SUBMISSION OF RELEVANT REQUIRED DOCUMENTS AND BALANCE 25% WILL BE RELEASED AFTER COMPLETION OF THE APPROVED PROJECT ON SUBMISSION OF DOCUMENTS AFTER UTILIZATION.

- (iv) **Internet Connectivity with WiFi** (Minimum **1 MBPS** with unlimited download) -The extent of assistance would be limited to Rs 30,000 per year to be paid to the Service provider/Library in advance for a period of six months on receipt of claim with a certificate from the Librarian.
- (v) **Maintenance, Security and Digital Information Service with Manpower support** : One Manpower Support for providing Digital Information Service to the citizens for 8 hours per day X 6 days ( Minimum Rs 15000/- per month remuneration has to be paid to the Technical Assistant through ECS in a Aadhar based A/c) with Maintenance and System security support ( Limited to Rs 25,000/- per year including Service taxes) through a reputed company to be paid at the beginning / end of each Quarter to the Agency/Library on receipt of the Certified claim/Bill.

However, Maintenance, Security and Digital Information Service with Manpower support service through an agency has to be engaged after the installations are ready for proving the digital service.

Library will have to bear the cost of Stationary, Cartridge and other consumables from their own resources. The Library may charge nominal membership fee and printing cost from the users for digital information service so as to keep the system functional.

- (vi) **Awareness Campaign for Digital Service Programme one in each Quarter** @ Rs 5,000/- per programme ( Total Rs 20,000/- per year)

**Note 1. Normally no assistance will be given if the project for which the grant applied for is covered under any scheme of the Central Government or State Government/Union Territory Administration.**

**Note 2. The extent of assistance on each item will be decided by the RRRLF on the basis of the project proposal and recommendation from the State Government/UT Administration. The decision of the RRRLF is final and binding on the grantee organization.**

### **PROCEDURE OF SUBMISSION OF APPLICATION**

**(Note: Application along with all required documents will only be considered)**

- 6.** Libraries should submit their applications in the prescribed form complete in all respect along with the following requisite documents to the Convener, State Library Committee (SLC) / State Library Planning Committee (SLPC) of the concerned State Government Union Territory Administration.
- (i) Quotations, in original, for procurement of **Computer, Networking, Furniture, Electrical installations** containing detailed description,

specification, configuration, quantity, price for the items proposed to be purchased or installed from four (4) reputed firms along with comparative statement.

- (ii) Quotations, in original, for site preparation along with a sketch of the site.
  - (iii) Quotation, in original, having obtained from an Internet Service Provider (ISP) for WiFi enabled internet connectivity specifically mentioning the speed and download limit for a 12 month period.
  - (iv) Quotations, in original, from four (4) reputed agency(s) for Maintenance, Security and Digital Information Service with Manpower support for 12 months.
  - (v) Estimates for Awareness Campaign to be provided by the library concerned for Digital Service Programme one in each Quarter.
  - (vi) Photographs of the library and space earmarked for the Section.
  - (vii) An undertaking to bear the liability in case the proposal exceeds the extent of assistance.
- 7.** Convener, State Library Committee/State Library Planning Committee of the concerned State/Union Territory Administration will scrutinize the applications and will forward the same with his/her recommendation as it may deem fit, to the RRRLF for consideration, keeping in view the Circular contained earmarked amount issued by the Foundation.

**Directorate of Library Services will perform periodical check of the Maintenance, Security and Digital Information Service with Manpower support and submit a report to the Foundation quarterly.**

### **CONDITIONS OF GRANT**

- 8.** The grant will be released in one installment on receipt of the following documents from the Libraries :
- i) Proforma Invoice/Bill having serial number quoting order letter number with date to be drawn in favour of the "Raja Rammohun Roy Library Foundation, Kolkata". Proforma Invoice / Bill shall also contain item-wise prices for the items mentioned in the order letter having taxes with separate identity.
  - ii) Copy of Supply/Work Order letter;
  - iii) Acceptance of terms and conditions of the order letter from the Vendor containing terms of payment;
  - iv) Stamped Pre-receipt, in case assistance is to be received by the library.

## **CONDITIONS OF ASSISTANCE**

9. Once the items along with the estimate have been approved and grant assessed on the basis of these estimates, no further modification will be permitted.
10. (a) On receipt of the application, the RRRLF will scrutinize the same and if it is found in order, the sanction letter will be issued to the concerned library(s) subject to availability of the fund.  
  
(b) On receipt of the relevant documents mentioned in the sanction letter, the RRRLF will release the grant by account payee Cheque/ Demand Draft/through ECS directly to the grantee Libraries/ Agency/ Vendor/ Service Provider as applicable.
11. Expenditure prior to receipt of the sanction order will not be computed towards utilization of the grant.
12. If the RRRLF requires clarification on any point not contained in the application, the libraries shall supply it within the time specified by the RRRLF failing which the application will not be considered.
13. The libraries shall maintain record of all assets created wholly or substantially out of the RRRLF's Assistance. Should the library cease to exist at any time, disposal of the properties acquired with the grants shall be vested with the RRRLF.
14. **(a) Libraries will formulate a suitable rotational policy for use of the facilities by the readers.**  
  
**(b) Libraries will mandatorily maintain a Usage Register with Date, Name of the reader with library membership no & mobile no, Time from - to, signature of the reader.**
15. The libraries on receipt of the financial assistance shall be open for inspection by an officer deputed by the RRRLF or by the State Government/Union Territory Administration.
16. In case of non-utilisation of grant, the library (s) shall be liable to refund the unutilized grant to the RRRLF.
17. The organization must exercise reasonable economy in the working of the approved project proposal.
18. All the assets created with the grant including books, furniture and equipment must be publicly displayed with rubber stamp/painting as under – **Purchased with the assistance of "Raja Rammohun Roy Library Foundation, Kolkata"**.

19. When the RRRLF/ State Government/Union Territory Administration have reasons to believe that the sanctioned money is not being utilized for the approved purposes, the payment of the grant will be stopped and earlier grants will be recovered.
20. The grant is to be utilized within twelve (12) months from the date of receipt of the grant money.
21. **SUBMISSION OF DOCUMENTS AFTER UTILIZATION OF THE GRANT**

**The organization shall submit the following document after installation of the system within nine (9) months from the date of the receipt of the assistance.**

**I : COMPUTER & NETWORKING / INTERNET CONNECTIVITY WITH Wi Fi**

- a. Utilization Certificate in the prescribed format containing the name of the grantee library duly signed by the Drawing and Disbursing Officer (DDO) of the organization with office seal and duly countersigned by District Library Officer/ Local Audit Fund;
- b. Expenditure Statement in support of certified copy of Bills/Vouchers for items procured with the assistance.
- c. Installation Certificate from the concerned vendor about the LAN, Hardware and Software.
- d. Acknowledgement with Stock Entry Certificate of the items purchased ;
- e. List of items procured out of the assistance containing description, detail specification, quantity, price under seal and signature of the librarian.
- f. GFR-19, duly filled in with seal and signature;
- g. Photographs of the newly created **Digital Information Service Section** ;
- h. Performance Report from the recipient library;

**II : MAINTENANCE, SECURITY AND DIGITAL INFORMATION SERVICE WITH MANPOWER SUPPORT :**

- a. Utilization Certificate in the prescribed format duly signed by the Drawing and Disbursing Officer (DDO) of the organization with office seal and duly countersigned by District Library Officer/ Local Audit Fund;
- b. Expenditure Statement along with certified copy of Bills/Vouchers for incurring expenditure out of the assistance.
- c. Performance report in respect of the Manpower support for the specified period to be submitted at end of each quarter.

**III : AWARENESS CAMPAIGN FOR DIGITAL SERVICE PROGRAMME ORGANISED IN EACH QUARTER :**

- a. Utilization Certificate in the prescribed format duly signed by the Drawing and Disbursing Officer (DDO) of the organization with office seal and duly countersigned by District Library Officer/ Local Audit Fund;
- b. Expenditure Statement along with certified copy of Bills/Vouchers;
- c. A Brief report of Programme along with some Photographs;

**APPLICATION UNDER THE "NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE FOR ESTABLISHMENT OF DIGITAL INFORMATION SERVICE SECTION IN PUBLIC LIBRARIES"**

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 City,  
Kolkata – 700 064.

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

**Subject: ASSISTANCE FOR ESTABLISHMENT OF DIGITAL INFORMATION SERVICE SECTION IN PUBLIC LIBRARIES.**

Sir,

I submit herewith an application vide Annexure - I and Annexure – II for financial assistance under the "NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE FOR ESTABLISHMENT OF DIGITAL INFORMATION SERVICE SECTION IN PUBLIC LIBRARIES". 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 Library :	
2.	Postal address of the applicant :	
	(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 or (ii) Rural Area
	(viii) E-Mail ID	
3.	Nearest Railway Station/Bus Stop/ Land Mark	
4.	Name of the Organisation (As per registration certificate)	
5.	Date of establishment of the library : (Photocopy of the Society Registration Certificate/order for adopting the library under sponsorship scheme be attached, if any)	
6.	Status of the Library (Tick the appropriate)	SCL / Divisional / Sub-Divisional/ Mondal /District / City Central/Town /Municipal / Taluk / Tehsil /other libraries run by Govt. or estd. by the Public Library Act.
7.	<b>In case of Government Libraries</b>  Designation & postal address of the Head of the Department	
8.	A. Total No. of registered members : B. Average No. of Readers per day: C. If there as separate section for Children?	A. B. C.
9.	List of Furniture already available in the Library	
10.	The total no. of books and Magazines available in the library:	Books : Magazine :
11.	Whether Computer System has already been installed in the library.	
	Whether Internet facilities available in the library.	
	If yes, whether Internet facility is available for users.	

12.	Whether any grant is received from RRRLF. If yes, particulars of the grant be furnished :	
13.	Particulars of financial assistance applied for with estimated expenditure	
	A. <b>Computer &amp; Networking</b>	
	B. <b>Furniture</b>	
	C. <b>Site Preparation</b>	
	D. <b>Internet Connectively with Wi Fi</b>	
	E. <b>Maintenance &amp; Security</b>	
	F. <b>Remuneration of Technical Assistance providing Digital Information Service</b>	
	<b>Total Rs. :</b>	
<p><b>Extent of assistance: Rs. 3.60 lakhs for Computer &amp; Networking, Rs.90,000/- for Furniture, Rs.1.50 lakhs for Site Preparation, Rs.30,000/- for Internet Connectively with Wi Fi per year, Rs.25,000/- per year for Maintenance &amp; Security and Remuneration of Rs.15,000/- (minimum) per month for Technical Assistance providing Digital Information Services.</b></p> <p><b>Note :</b> Quotations from 4 (four) reputed firms with <b>Comparative Statement</b> to be provided with detailed description, specification, configuration, quantity, price etc.</p>		

### 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.

**List of Enclosures : Please see Check List.**

Place: \_\_\_\_\_ Name of the applicant  
Date : \_\_\_\_\_ Designation  
(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 deserves assistance from the RRRLF **FOR ESTABLISHMENT OF DIGITAL INFORMATION SERVICE SECTION IN PUBLIC LIBRARIES**. A Senior Officer of the Department has inspected the organization and found the organization eligible for receiving assistance under this non-matching scheme.

The amount of assistance recommended is Rs. .... (Rupees ..... ) only, the details of which are furnished below.

01.	<b>Computer &amp; Networking</b>	Rs.
02.	<b>Furniture</b>	Rs.
03.	<b>Site Preparation</b>	Rs.
04.	<b>Internet Connectively with Wi Fi per year</b>	Rs.
05.	<b>Maintenance &amp; Security (per Year)</b>	Rs.
06.	<b>Technical Assistance providing Digital Information Service provider(per year)</b>	
	<b>Total :</b>	Rs.

**(Maximum extent of assistance is limited to Rs.8,35,000/- per library per year)**

Signature:

Place:

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

Date :

**CHECK LIST FOR ESTABLISHMENT OF DIGITAL INFORMATION SERVICE  
SECTION IN PUBLIC LIBRARIES**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Check (Tick)</b>
1	Forwarding Letter	
2	Application	
3	List of Members, if available.	
4	Quotation, in original, from 4(four) reputed firms along with comparative statement for the items to be purchased.	
5	Photograph of library showing internal view section-wise.	
6	An undertaking to bear the liability is case of the proposal exceeds the extent of assistance.	
7	Recommendation of State Government / U.T. Administration	

Place :

Date :

Signature with Office Seal