

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

**NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE FOR IMPLEMENTATION OF SWACHH BHARAT MISSION IN PUBLIC LIBRARIES**

**1. TITLE AND OBJECT**

The scheme is known as “**Non-Matching Scheme of Financial Assistance for Implementation of Swachh Bharat Mission in Public Libraries**”.

The object of the scheme is to undertake cleanliness drive in Public Libraries in terms of **Swachh Bharat Mission** all over the country.

The scheme is aligned with the **Swachh Bharat Mission** 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 for Implementation of Swachh Bharat Mission.

**3. SCOPE OF ASSISTANCE**

Assistance will be given for the following purposes:

- (i) **Toilet for Men & Women disabled friendly including facility for running water with Water Storage facility, Pump etc.**

- (ii) **Purified Drinking Water**
- (iii) **Daily cleanliness measures (through outsourcing limited to 2500 per month to be paid quarterly)**
- (iv) **Bin Box and other related Items required for cleaning, Message Board etc.**

#### **4. SPACE**

The assistance will be available to such libraries subject to the fulfillment of the conditions as mentioned at Clause 2 and in a position to allocate a minimum space of about 200 sqft exclusively easily accessible for the purpose for the separate toilets for Men & Women.

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

- (i) **Toilet for Men & Women disabled friendly including facility for running water with Water Storage facility, Pump etc. : Extent of assistance would be limited to 5 lakhs per library**
- (ii) **Purified Drinking Water : Extent of assistance would be limited to Rs 35,000/- per library**

SANCTIONED GRANT FOR ITEMS UNDER (I) & (II) 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 (**AS PER CLAUSE 20**)

- (iii) **Daily cleanliness measures ( through outsourcing extent of assistance would be limited to 2500 per month i.e. Rs 30,000/- per year to be paid quarterly on submission of expenditure statement)**
- (iv) **Bin Box and other related Items required for cleaning, Message Board. ( @ Rs 12,000 per year to be paid quarterly submission of expenditure statement)**

**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.**

## **6. PROCEDURE OF SUBMISSION OF APPLICATION**

- (i)** Libraries should submit their applications in the prescribed form complete in all respect to the Convener, State Library Committee/State Library Planning Committee of concerned State Government Union Territory Administration.
- (ii)** The library intending to avail of the assistance should apply in the prescribed form to the Convener for onward transmission to the RRRLF along with the following documents:
- (iii)** Original quotation from PWD/ State Level Agency or four reputed firms for construction of Toilets along with a sketch and detailed specification for the toilets.
- (iv)** Original quotation from four reputed firms containing description, detail specification, quantity, price for the items to proposed to be purchased or installed;
- (v)** Estimates for expenditure for Daily cleanliness and Maintenance measures for each month for twelve months.
- (vi)** An undertaking to bear the liability in case the proposal exceeds the extent of assistance.
- (vii)** Photographs of the library and with space earmarked for Toilets.
- (viii)** Convener, State Library Committee of the concerned State/Union Territory Administration will scrutinize the applications and will forward them with such recommendation as he/she may deem fit, keeping in view the earmarked amount circulated by the Foundation at the beginning of each year.

## **7. CONDITIONS OF GRANT**

- (i)** Once the items along with the estimate have been approved and grant assessed on the basis of these estimates, no further modification will generally be permitted.
- (ii)** (a) On receipt of the application, the RRRLF will subject to availability of the fund, issue sanction letter to the eligible organizations/ institutions/ library for submission of Bond, stamped pre-receipt and other documents laid down in the sanction letter.

(b) On receipt of the relevant documents mentioned above along with the stamped pre-receipt, the RRRLF will release the grant by account payee cheque/ through ECS directly to the grantee Institutions/ Organizations/ Libraries/ Agency/Vendor/Service Provider as applicable.

- (iii) Expenditure prior to receipt of the sanction order will not be computed towards utilization of the grant.
- (iv) If the RRRLF requires clarification on any point not contained in the application, the Institutions/ Organizations/ Libraries shall supply it within the time specified by the RRRLF failing which the application will not be considered.
- (v) The Institutions/ Organizations/ 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.
- (vi) The institutions/organizations/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.
- (vii) In case of non-utilisation of grant, the grantee Institutions/ Organizations/ Libraries shall be liable to refund the unutilized grant to the RRRLF.
- (viii) The organization must exercise reasonable economy in the working of the approved project proposal.
- (ix) All the assets created with the grant must be publicly displayed with rubber stamp/painting as under – Purchased/ Constructed with the assistance of "Raja Rammohun Roy Library Foundation, Kolkata".
- (x) When the RRRLF/ State Government/Union Territory Administration have reasons to believe that the sanctioned amount is not being utilized for the approved purposes, the payment of the grant will be stopped and earlier grants will be recovered.
- (xi) The grant is to be utilized within twelve (12) months from the date of receipt of the grant money.

## **8. SUBMISSION OF DOCUMENTS AFTER UTILIZATION OF THE GRANT**

- (a) Utilisation Certificate in the prescribed format containing the name of the grantee library duly signed by the Librarian.

- (b) Statement of expenditure along with certified copy of Bills, specifying the period, duly signed by the Librarian /Drawing and Disbursing Officer, of the organization with office seal;
- (c) Completion report in respect of Toilets constructed out of the assistance with Statement of Expenditure, Photograph, Utilisation Certificate in the prescribed format.
- (d) List of items purchased containing description, detail specification, quantity, price under seal and signature of the librarian.
- (f) Stock Entry Certificate of the items purchased;
- (g) GFR-19 duly filled in with seal and signature;
- (h) Certified Photocopies of Bills/Vouchers for items purchased with the grant.