

NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TO PUBLIC LIBRARIES TOWARDS CELEBRATION OF 50/60/75/100/125/150 YEARS AND THE LIKE

Title and Object

1. The Scheme is known as Non-matching Scheme of Financial Assistance to Public Libraries towards of celebration of 50/60/75/ 100/125/150 years and the like.

The objective of the scheme is to render financial support to a library towards organization of celebration of its existence of 50/60/75/100/125/150 years and the like.

Types of institutions/organizations eligible for assistance

2. Assistance under the scheme will be given to the reputed public libraries. The following categories of libraries will be eligible for assistance under the scheme:

- (a) A government/sponsored library;
- (b) An aided / registered library;
- (c) A library established/adopted under the Act of State Legislature or a resolution of the State Govt. UT. Administration;
- (d) Library run by local body
- (e) Library run by voluntary organizations (NGOs) providing public library services registered under an Act or a public trust.

In order to be eligible for financial assistance under the scheme, a non-govt. public library should possess the following characteristics:

- i) It should have existence for 50/60/75/100/125/150 years or more.
- ii) It should have properly constituted managing body
- iii) It should have adequate facility, resources and personnel to run the library
- iv) Library should be open to all without discrimination
- v) Library should maintain proper audited accounts viz. Receipts & Payments Accounts, Income and Expenditure Accounts and Balance Sheet.

Scope of Assistance

3. (a) Assistance will be given to a library towards the celebration of its existence of 50/60/75 years for the following purposes:

- i) Organisation of seminars/workshops/ Cultural programme befitting the occasion.
- ii) Purchase of books, (including 10% books binding).

Note: Book will include printed publication, excluding those of periodical nature, such as, magazines, journals and newspapers.

- iii) Purchase of steel furniture which includes almirah, rack, display board, reading room table, reading room chair and catalogue card cabinet.
- iv) Purchase of copier machine as per the market price;
- v) Purchase of Computer with accessories and furniture.
- vi) Renovation of library building by means of painting, white washing, repairing etc.
- vii) Organization of cultural function, debate, essay competition on a topic of library movement, national integration etc.
- viii) Publishing a commemorative volume of educational and cultural value but **not a souvenir**.
- ix) Giving award in cash or kind to the staff of the library as a mark of dedication, efficiency and trustworthiness.

(b) Assistance will be given towards the celebration of 100 years or more of its existence.

- i) Organisation of seminars/workshops befitting the occasion.
- ii) Purchase of books, (including 10% books binding).

Note: Book will include printed publication, excluding those of periodical nature, such as, magazines, journals and newspapers.

- iii) Purchase of steel furniture, which includes almirah, rack, display board, reading room table, reading room chair and catalogue card cabinet.
- iv) Purchase of copier machine as per the market price;
- v) Purchase of Computer system with accessories and furniture.
- vi) Renovation of library building **by means of painting, white washing, repairing etc.**
- vii) Organization of cultural function, debate, essay competition on a topic of library movement, national integration etc.

- viii) Publishing a commemorative volume of educational and cultural value but not a souvenir.
- ix) Giving award in cash or kind to the staff of the library as a mark of dedication, efficiency and trustworthiness.

Any other related items for providing library services will also be considered.

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 Administrations.

Sanctioned grant 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 16).

4. Extent of Assistance

- a) **Organisation of programmes for celebration** e.g Seminar/Workshop/ Cultural Programme etc in case of 50/60/75 years or more Rs 1.50 lakhs and for 100 years or more Rs. 2.00 lakhs.
- b) **One time grant** of Rs. 5.70 lakh for 50/60/75/100 years or more for **Modernization (Rs. 2.00 lakhs/ Furniture (Rs. 2.00 lakhs)/Books (Rs. 50,000/-)/ Publication (Rs. 20,000/-) /Preservation of Books including repair and archival Book Binding etc (Rs 1.00 lakh).**
- c) **One time grant** of Rs. 10.00 lakh for 50/60/75/100 years or more for **extension / renovation of library building including provision for separate toilet for Men & Women and Purified Drinking Water facility as per Swachha Bharat Mission.**

NB: Provided that the maximum amount may be revised upwards with the approval of the Chairman.

Note-1: The extent of assistance on each items will be decided by the Grants Committee of RRRLF on the basis of proposal and recommendation from the State Governments/UT Administrations. The decision of the Grants Committee is final and binding on the grantee organization.

Note-2: Normally, no library shall be considered for assistance under the scheme for more than one purpose.

5. Procedure for submission of application

- (i) Organisation/institution should submit their application in the prescribed form complete in all respect mentioning the probable date with detailed

programme of the celebration to the Convener of the State Library Committee/ State Library Planning Committee of the respective State.

Application from the Central Government Organisations/ Institutions complete in all respect will be received directly by the RRRLF.

The applications in the prescribed form shall be submitted at least six (6) months before the probable date of the programme of the celebration.

ii) The convener of the State Library Committee/State Library Planning Committee shall forward applications with such recommendations as they deem fit in the prescribed form.

iii) If the RRRLF requires clarification on any point not contained on the statements, the organizations/institution shall furnish it within the time specified by the Foundation failing which the application will not be considered.

6. Conditions of Grant

The grant will be released in two installments subject to receipt of the following documents from the organization/institutions:

- i) An Indemnity Bond on non-judicial of stamped paper of Rs.50/- in case of non-govt. organizations/institutions and on plain paper in case of Govt. organizations;
- ii) Resolution of the organizations/institutions towards acceptance of terms and conditions in case of non-govt. organization/state autonomous body/local body;
- iii) Acceptance of terms and conditions of grant;
- iv) Stamped pre-receipt.

Note: The cost of non-judicial stamped paper will be borne by the organization/ institution.

7. An organization/institution in receipt of the financial assistance shall be opened for inspection by an officer of the RRRLF or concerned State Government/UT Administration.

8. The grant should be utilized by the organization/institution within twelve (12) months from the date of receipt of the grant.

9. The organization shall maintain a record of all assets acquired wholly or substantially out of the grant. Such assets shall not be disposed of, encumbered or utilized for the purposes other than those for which grant was sanctioned without prior approval of the RRRLF. Should the organization cease to exist at a time, properties created with the grant shall revert to the RRRLF.

10. The accounts of the scheme shall be reflected in the annual accounts of the library/institution/organization. They shall be opened to check by an officer of the RRRLF or State Government/UT Administration.

11. Library shall exercise reasonable economy in the working of the approved project.

12. In case of non-utilisation of the grant, the grantee institution/organization shall be liable to refund the unutilized grant to the RRRLF.

13. Expenditure prior to receipt of the sanction letter will not be computed towards utilization of the grant.

14. Books and Furniture purchased should be rubber stamped on the verso of the title page of book/painted respectively with “**Purchased with the financial assistance of the Raja Rammohun Roy Library Foundation, Kolkata**”.

15. Library building renovated/repared with the financial assistance should publicly displayed as under:

“Repairing/ Renovation work done with the financial assistance of Raja Rammohun Roy Library Foundation, Kolkata ”

Submission of documents after utilization

16. The organization/institution shall furnish the following documents within nine(9) months from the closing of the financial year in which the grant was utilized:

A) In Case of non-govt. institutions/organizations

- i) Utilisation Certificate in the prescribed format duly signed by the organization and counter signed by the Chartered Accountant/Government Auditor;
- ii) Receipts and Payments Accounts, Income and Expenditure Accounts and Balance Sheet for the year for which the grant was utilized duly audited by the Chartered Accountant/Government Auditor.
- iii) List of Books purchased containing accession number, name of the title, name of the author, quantity, price with total gross and net value under seal and signature;
- iv) List of furniture, computer, copier machine purchased with description, specification, quantity and value with the seal and signature of the organization/institution. Stock Entry Certificate of the items purchased other than books.
- v) Stock Entry Certificate of the items purchased other than books;
- vi) Completion Certificate in respect of renovation/repair of the library building from PWD/CPWD Engineer/architect, duly countersigned by the organization.
- vii) A report in respect of the seminar/workshop and cultural function undertaking by the organization/institution;
- viii) A copy of the seminar paper and printed commemorative volume.

- ix) List of books bounded containing accession number, name of title and cost of binding of each book.
- x) Photographs of the celebration.

B) In case of government/state autonomous/local body:

- i) Utilisation Certificate in the prescribed format, duly signed by the Drawing and Disbursing Officer, countersigned by the local audit fund;
- ii) Statement of expenditure specifying the period, item-wise, duly signed by the DDO, countersigned by the local audit fund;
- iii) List of books purchased containing accession number, name of title, name of author, quantity, price with total gross and net value with seal and signature of recipient library;
- iv) List of furniture purchased with description, detail specification, quantity and value with seal and signature of the recipient library;
- v) Stock Entry Certificate of the furniture, computer and copier machine etc. purchased other than books.;
- vi) Completion Certificate in respect of the renovation/repairing of the library building from PWD/CPWD Engineer/Architect, duly countersigned by the organization;
- vii) A report in respect of seminar/workshop and cultural function undertaken by the organization/institution;
- viii) A copy of the seminar paper and printed commemorative volume.
- ix) List of books bounded containing accession number, name of title and cost of binding of each book.
- x) Photographs of the celebration.

APPLICATION UNDER NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TO PUBLIC LIBRARIES TOWARDS CELEBRATION OF 50/60/75/100/125/150 YEARS AND LIKE.

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

Subject: ASSISTANCE TO PUBLIC LIBRARIES TOWARDS CELEBRATION OF 50/60/75/100/125/150 YEARS AND LIKE.

Sir,

I submit herewith an application vide Annexure - I and Annexure – II for a grant under the “**Non-matching scheme of financial assistance to public libraries towards celebration of 50/60/75/100/125/150 years and like**”. 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/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.	Date of establishment of the library : (Photocopy of the Society Registration Certificate/order for adopting the library under sponsorship scheme be attached, if any)	
5.	Status of the Library (Tick the appropriate)	SCL / Divisional / Sub-Divisional/ Mondal /District / City Central/Town /Municipal / Taluk / Tehsil / Branch / Rural/ Sponsored/Aided/Run by Local Body or LLA/Notified Area Authority/Non-Govt./NGO
6.	In case of Government Libraries Designation & postal address of the Head of the Department	
7.	(a) Total No. of registered members :	
	(b) Average no. of readers per day :	
8.	The total no. of books and magazines available in the library:	a) Books : b)Magazines : c) Other items :
9.	Total Staff	Full Time Part Time
10.	Whether any grant is received from RRRLF.	
	If yes, particulars of the grant be furnished :	

11.	(a) Purpose of grant (b) The detailed of Programme with probable date, time and duration. (Details to be provided in a separate sheet)	a) Celebration of 50/60/75/100/125/ 150 years and like b)
12.	Particulars of financial assistance applied for with the estimated expenditure :	
	(a) Seminar/Workshop	Rs.
	(b) Purchase of Books & Binding	Rs.
	(c) Purchase of Furniture	Rs.
	(d) Cost of Copier machine	Rs.
	(e) Purchase of Computer with accessories & furniture	Rs.
	(f) Renovation of library building	Rs.
	(g) Organization of Cultural function, debate, essay competition & National Integration etc.	Rs.
	(h) Publishing commemorative volume of educational and cultural value but not a souvenir	Rs.
	(i) Cash Award to staff members of the library as a mark of dedication, efficiency and trustworthiness, maximum 5 persons @ Rs. 2,000/- each	Rs.
	Total :	Rs.
	Estimates/Quotations have to be furnished. Note : In case of Renovation work of library building, estimate has to be drawn based on the state PWD/CPWD prevailing rates and duly authenticated by a Architect/building Engineer.	

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. 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.

Signature:

Place:
Date :

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

Check List for celebration of 50/60/75/100/125/150 years and like

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	Documentary evidence towards date of establishment of the library.	
6	Copy of the Latest available Annual Report	
7	Audited Receipts & Payments A/cs, Income & Expenditure A/c and Balance Sheet of the organization as a whole of the preceding year (for NGO run library only)	
8	Original quotation for the items of furniture and equipments with description, specification, configuration, quantity & price etc.	
9	Details of the Programme	
10	List of present members of the Governing Body (for NGO run Library only)	
11	An Undertaking to bear the liability in excess of the ceiling limit of the scheme and recommended amount by the SLC.	

Place :

Date :

Signature with Office Seal