

## **Non-matching Scheme of Financial Assistance to Voluntary Organisation providing Public Library Services**

### **Title and Object**

1. This scheme will be known as ‘Non-matching Scheme of Financial Assistance to Voluntary Organisations Providing Public Library Services’.

The object of the scheme is to render financial assistance to Voluntary Organisations/ Institutions working in the field of public libraries for purchase of books, furniture and equipment, and also for construction, including additions of the building of the library wing of the organisation/institution.

### **Definition of Voluntary Organisation**

2. For the purpose of this scheme, a “Voluntary Organisation” is -
  - a) A Society registered under the Indian Societies Registration Act, (Act XXI of 1860),
  - b) Any other equivalent State Act, or
  - c) A Public Trust registered under any law for the time being in force.

**Note : An organisation under the control of a State Govt. or Local Body or established under Parliament Act or an Act of a State Legislature or a Resolution of a State Government shall not be entitled to assistance under this scheme.**

### **Eligibility :**

3. In order to be eligible for financial assistance under the scheme an organisation should possess the following characteristics:
  - (i) It should have ordinarily been providing public library services for a minimum period of three years prior to the request for grant-in-aid under the scheme.
  - (ii) It should have minimum thousand books in their stock on the date of application.
  - (iii) It should have facilities, resources, personnel and expertise to execute the scheme for which the grant is required.
  - (iv) The Library must be open to all citizens of India without discrimination of religion, race, caste, language.
  - (v) Its work should have been reported, wherever such reporting is necessary, as satisfactory by the State Government, and
  - (vi) It is not run for profit to any individual or a body of individuals.

- (vii) **It must be enrolled their name in NGO Partnership System maintained by Government of India through the Web-site <http://ngo.india.gov.in> .**

### **Scope of Assistance**

Assistance may be given for the following purposes :

- (i) Purchase of books, furniture and equipment.

### **Note : For the Purpose of this scheme :**

**'Books'** will include printed publications, including CDs and E-books but excluding those of a periodic nature such as, magazine, journals and newspapers, including E-journals.

**'Furniture'** will include Steel Almirah, Steel Rack, Steel Reading Room Table, Fibre moulded Reading Room Chair and computer table & Chair.

**'Equipment'** will include Steel Cardex, Steel Catalogue Card Cabinet, Copier Machine, Colour TV, Generator, Water Cooler and Computer with accessories.

- (ii) **"Construction"** including additions/alterations/renovation of building of library wing of the organization, but excluding normal maintenance and repair work of existing building.

**Note-1 : Grant will ordinarily be given for construction of library building if the total no. of books is more than 2000 for Rural Libraries and 3000 for Urban Libraries.**

**Note-2 : Grant will ordinarily be given for purchase of computers to those libraries providing public library services for ten years or more and for purchase of Copier Machine total no of books is more than 10000.**

SANCTIONED GRANT WILL BE RELEASED **IN TWO INSTALMENTS (EXCEPT CONSTRUCTION OF LIBRARY BUILDING)**, 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 8)**

### **5. Extent of Assistance**

Financial assistance will be rendered on sharing basis (75:25), 75% of the approved estimates being Foundation's share. The extent of assistance on part of the Foundation is limited to a maximum amount of Rs.3.00 lakh towards purchase of books, furniture, equipment and purchase of computer with accessories, Market price of Generator/ Copier / Water Cooler and computer furniture and Rs.6.00 lakh

for libraries having existence less than 30 years and Rs.10.00 lakh for other libraries towards construction/addition/ alteration of library building. However financial assistance shall be limited as given below:

- |      |  |   |                         |
|------|--|---|-------------------------|
| i.   | Construction Work                              | / | Once in 10 (ten) years  |
|      | Generator                                      | - |                         |
| ii.  | Computer with accessories and furniture        | - | Once in 5 (five) years. |
| iii. | Furniture and equipment- except copier machine |   | Once in 3 (three) years |
| iv.  | Copier machine/ Water Cooler                   |   | Once in 5 (five) years  |
|      |  | - |                         |
| v.   | Books  | - | Every year.             |

The number of years will be calculated from the date of release of the first instalment of the grant. **However, in no case fresh grant will be released if the requisite documents for earlier grant under any scheme is not settled.**

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

**Note-2:** In case 75% of the total estimate exceeds the respective limits, the organization will have to bear the balance from its own resources.

## **6. Procedure of Submission of Application**

- 1) Application with recommendation in part – II of the proforma attached to the application will be received by the Convener of the State Library Committee/any other agency authorized by the Foundation.
- 2) The Convener, State Library Committee/any other agency authorized by the Foundation shall scrutinize the application and forward it with such recommendations as they may deem fit in the prescribed form (Part-II attached to the application form)
- 3) Each application should be accompanied by the following documents -
  - (i) Constitution/Memorandum of Association of the organization and a copy of the valid Registration Certificate (Registration under Societies Registration Act or any other equivalent state Act);
  - (ii) List of Members of the Board of Management/Governing Body/Managing Committee of the organization together with designation, address in detail and occupation of each member ;

- (iii) Copy of the latest available Annual Report ;
- (iv) Financial statement of the scheme giving item-wise details, such as, (a) Books, Computer, Furniture and Equipment and (b) Source from which organisation's share can be obtained ;
- (v) A statement of (a) Receipts & Payments Accounts for the last 3 years and (b) Income & Expenditure Accounts for the last 3 years and (c) Balance Sheet for the last 3 years of the organization certified by a Chartered Accountant or a Government. Auditor;
- (vi) For computer grant, the following documents are to be attached:-
  - a) An estimate from a computer vendor mentioning therein specification of items and item-wise price ;
  - b) An undertaking to the effect that the library has required resources both in terms of financial and human to run the computer ;
- (vii) For building grant, the following documents are to be attached :
  - (a) (i) **Photocopy** of the original registered deed of land containing signature of the Sub-Registrar with office seal on its back pages or **Photocopy** of the original registered lease deed of land for a minimum period thirty (30) years containing signature of the Sub-Registrar with office seal on its back pages or a Photocopy of the original allotment letter of land issued by the District Collector, Land and Revenue department of the Government, duly attested by a Gazetted Officer ;
    - (ii) If the registered deed/registered lease deed/allotment letter of land is in regional language, a English version of the same duly authenticated ;
  - (b) A certificate, in original, from a Government Pleader in respect of Registered Deed/Lease Deed of land to the effect that (i) the original Registered Deed/Lease Deed of land has been inspected by Government Pleader, (ii) the land belongs absolutely to the library/organization and not to anybody else, (iii) the same was purchased/acquired from a person who had a valid title of the property, (iv) the same is free from encumbrance and free from any litigation and (v) it is not affected by the Urban Land (Ceiling and Regulation) Act, 1976 ;
  - (c) Proper ammonia print building plan having plinth area containing existing and proposed construction demarcating by different ink, duly approved by the Local Body, viz. Corporation, Municipality, Panchayat and Notified Area Authority. If the proposed construction is a part of a bigger plan of construction, the portion to be constructed with the fund

of the Foundation, should be demarcated with 'RED INK' in the plan. Provision for sanitation, water supply and electricity shall be made :

- (d) Detailed estimates of cost of construction including cost of sanitation, water supply & electrification based on PWD/CPWD prevailing rates duly authenticated by a registered firm of architect/building engineer/CPWD/PWD be attached. While submitting estimates for a new building or extension of the existing building the cost may be given phasewise in the manner indicated below.

**In case of construction of the ground floor –**

- 1) Total cost of construction upto plinth level;
- 2) Total cost of construction upto roof level;
- 3) Total cost of the remaining work.

In case of construction of work other than the ground floor –

- 4) The cost of construction upto linton level;
- 5) The cost of construction when the roof has been laid;
- 6) The cost of construction of the remaining work.

**7. Conditions of Grant**

Once the plans and estimates have been approved as reasonable and grant assessed on the basis of these estimates, they shall not be modified by the organization without the prior approval of the Foundation. **Escalation to the cost of construction, if any, will not be borne by the Foundation.**

(A) **In case of grant for books, furniture and equipment**, the grant will be released in **two instalment**, 75% of the total approved grant will be released as **first instalment** on submission of the bond on stamped paper of Rs. 50/-, stamped pre-receipt for the amount and undertaking to the effect that the organization abides by the terms and conditions of the grant laid down in the sanction letter and balance 25% will be released after completion of the approved project on submission of documents after utilization (**AS PER CLAUSE 8**)

(B) **For construction work**, the sanctioned grant will be released in **three instalments** 50% as first instalment, 40% as second instalment and 10% as third and final instalment as re-imburement.

(a) **First instalment** will normally be released with the sanction of the scheme and on receipt of the bond on stamped paper of Rs. 50/-, stamped pre-receipt of first instalment and an undertaking to the effect that the organization abides by the terms and conditions of the grant laid down in the sanction letter.

(b) **Second instalment** will be released on receipt of the following documents

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- (i) Utilisation Certificate for the amount of the first instalment plus the share of the organization;
  - (ii) Statement of expenditure duly certified by the Chartered Accountant or Government Auditor and countersigned by the Head of the organization with office seal.
  - (iii) Stamped pre-receipt for the second instalment;
  - (iv) Progress report of the work.
  - (v) Photograph of construction made with the grant.
- (c) **Third and final instalment** will be released only as a reimbursement and on receipt of the following documents –
- (i) Utilisation Certificate for the entire expenditure;
  - (ii) Audited Receipts & Payments Accounts, Income & Expenditure Accounts and Balance Sheet of the organization as a whole for the year(s) in which the grant was utilised;
  - (iii) Completion certificate of the State PWD/CPWD Engineer duly countersigned by the Head of the organization with office seal together with a brief report on the construction completed;
  - (iv) Stamped pre-receipt for the third and final instalment;
  - (v) Form G.F.R. 19 duly filled-in, for assets acquired out of the grant;
  - (vi) Photographs from **different angle** of the construction of the building duly authenticated.
- C. I) An organization in receipt of financial assistance shall be open to inspection by an officer of the Foundation or the Government of India or the concerned department of the State/Union Territory Administration.
- II) (i) In case of grant for construction, an organization must complete the same within a period two years from the date of receipt of the first instalment of grant money unless prior permission for extension of period of construction is granted by the Foundation. After the completion of the construction work the grantee library is required to fix a tablet in a prominent place of the building displaying that “**Constructed with the assistance of Raja Rammohun Roy Library Foundation**”.
- (ii) In case of grants for purchase of books, furniture and equipment, an organization is required to utilize the same within a period of twelve (12) months from the date of receipt of the grant. Books/furniture/equipment purchased under this scheme should be rubber stamped on the verso of the title page of the book/painted respectively with “**Purchased with the assistance of Raja Rammohun Roy Library Foundation**”.
- III) **The institution defaulting in submitting the requisite documents in utilizing the grant within stipulated period will not be considered for further grant.**

- IV) The accounts of the scheme shall be maintained properly and submitted as and when required. They always be open to check by an Officer of the Foundation or the Government of India or the State/U.T. Government concerned.
- V) 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 purposes other than those for which grant was given without prior sanction of the Foundation. Should the organization cease to exist at any time, assets created with the grant shall revert to the Foundation.
- VI) No portion of a grant shall be paid until the controller authority of the organization has executed a bond in the approved form, securing to the Foundation of a prior lien on the building for the purpose for which the grant was given ;
- VII) When the Foundation/State/U.T. Government have reasons to believe that the sanctioned money is not being utilized for the approved purposes the payment of grant may be stopped and the earlier grants be recovered with interest.
- VIII) The organization must exercise reasonable economy in the working of the approved scheme ;
- IX) If the Foundation requires clarification on any point not contained on the statement, the organization shall supply it within the time specified by the Foundation failing which the application will not be considered;
- X) The organization shall fully implement the official language policy of the Union Government i.e. the organization shall fully comply with the Official Language Act, 1963 and Official Language (use for the official purposes of the Union) Rules, 1976 etc.;
- XI) The Foundation may decide the quantum of grant-in-aid keeping in view the recommendation and the resources. The decision of the Foundation shall be final and binding in all cases.
- XII) Expenditure prior to receipt of the sanction letter will not be computed towards utilization of the grant. In case of non-utilisation of the grant, the grantee institution/organization shall be liable to refund the unutilized grant to the Foundation.

8. **Submission of documents after utilization (Books, Furniture & Equipment)**

For purchase of books and/or furniture and equipment after utilization of the grant, including its own share, the organization shall furnish the following documents within nine (9) months from the closing of the financial year in which the grant was utilized :

- a) Utilisation Certificate in the prescribed format for the entire expenditure specifying the year of expenditure as per accounts ;
- b) Receipts and Payments Accounts, Income & Expenditure Accounts and Balance Sheet of the organization/library as a whole for the financial year (s) in which the grant was utilized with Audit Certificate from Chartered Accountant or Government Auditor ;
- c) Copy of the purchase voucher/bill towards purchase of books mentioning therein the accession number against each title under seal and signature of the library authority ;
- d) Copy of the purchase voucher/bill towards purchase of furniture and equipment mentioning therein the description, specification, quantity, price with a stock entry certificate on the body of the bill under seal and signature of the Library Authority ;
- e) Copy of the purchase voucher/bill towards purchase of computer / Generator / Copier Machine / Water Cooler mentioning therein the detailed specification and a stock entry certificate under seal and signature of the library authority ;
- f) In case of purchase of computer / Generator / Copier Machine / Water Cooler, a certificate to the effect that the computer with accessories has been installed in the library and working satisfactorily;
- g) List of books bounded with certificate of expenditure incurred towards binding of books containing expenditure per title under the seal and signature of the Library Authority ;
- h) Form GFR-19, duly filled in, for assets created with the grant under the seal and signature of the Library Authority.