

Raja Rammohun Roy Library Foundation
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**NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE FOR DEVELOPMENT OF RRRLF
KNOWLEDGE CORNER IN PUBLIC LIBRARIES**

**(Previously: NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TO DEVELOP DIFFERENT
SECTIONS OF GENERAL PUBLIC LIBRARIES)**

1. Title and Object

The scheme is known as “**Non-Matching Scheme Of Financial Assistance for Development of RRRLF Knowledge Corner in Public Libraries**”.

The object of the scheme is to support and promote general public libraries all over the country to attract different groups of people to a library for development of reading habit and to provide better infrastructure and enable them to participate and contribute to the community. It also aims to boost the literacy level of the neo-literates, in order to prevent possibility of regressing into the partial or total illiteracy. Career Guidance Section will also help the youths for choosing their career

2. Types of Institutions/Organisations Eligible for Assistance

The assistance under this scheme will be given to general public libraries, which have women section, senior citizen section, neo-literate section and career guidance section. However, assistance under the scheme will also be given to the general public libraries only for opening of a separate women section, a separate senior citizen section, a separate section for the neo-literates and career guidance section in the library.

The following types of libraries are eligible for assistance under this scheme:

- a) State Central Libraries, District Libraries and Sub-Divisional Libraries below district level run by Government or established/sponsored under the provision of the Public Libraries Act and libraries run by NGOs who are working in this field.

Note: Under all non-matching schemes, except Seminar scheme, application of an organization/library will be considered after a gap of three years from the date of release of last assistance.

3. SCOPE OF ASSISTANCE

Assistance will be given for the following purposes :

a) For Women Section

- (i) Purchase of books for women section
- (ii) Purchase of steel almirah, steel rack, reading table and fibre arm chairs for women section.

b) For Senior Citizen Section

- (i) Purchase of books for senior citizens
- (ii) Purchase of steel almirah, steel book case, steel rack, reading table and fibre arm chairs for senior citizen section.
- (iii) Purchase of big print books, talking books and magnifying glass/scripts for use of the old people.

c) For Neo-literate Section

- (i) Purchase of books for neo-literate section
- (ii) Purchase of steel almirah, steel book case, steel rack, steel reading tables and fibre arm chairs for neo-literate section.

d) For Career Guidance Section

- (i) Purchase of books for Career Guidance Section
- (ii) Purchase of steel almirah, steel book case, steel rack, steel reading tables and fibre arm chairs.

Books must have printed price. A single copy of any title having price less than Rs. 1500/- is allowed for purchase at a discount not less than 10%. Books should be selected by a duly constituted **Book Selection Committee** having at least five(5) members consisting of local teachers, educationists, authors, Government Officers etc keeping in view the general needs of the readers of public libraries. Selected book list duly signed by the members and also list of committee members have to be submitted.

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

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 8).

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-1 The proposal for purchase of furniture / equipment only will not be entertained. Normally, no library shall be considered for assistance under the scheme for two consecutive years. Subsequent grant can only be considered only on receipt of the Utilisation Certificate and Audited Receipts and Payments Accounts and other related documents of the previous grant.

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.

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 10 ft. x 10 ft. exclusively easily accessible for the purpose for the section.

5. Extent of Assistance

Maximum Rs. 2,50,000/- lakhs per library per year.
Rs.1,00,000/- for Career guidance section and

Rs. 50,000/- per library per year for each of the other sections, Women Section, Senior Citizen Section, Neo-literate Section.

Special Grant of Rs. 2.00 lakhs for Modernisation covering all sections for items like Computer, Printer, Networking, TV and other related items(Once in 5 years)

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

6. Procedure of Submission of Application

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

- a) The application from Central Government sponsored institutions/ organizations, such as, Jawahar Bal Bhavans etc. will be received directly by the RRRLF containing the documents as mentioned under **Clause B**.
- b) Library/Organisations other than those mentioned in Clause 6(a) 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 for onward transmission to the RRRLF alongwith the following documents:

A. In case of registered non-government libraries/ organisations:

- (i) Copy of the registration certificate under the Indian Societies Registration Act, 1860 or any other equivalent State Act or registered as a public trust under any law for the time being in force/ sponsorship certificate/ order of sponsorship.
- (ii) Constitution of the organization/ Memorandum of Association/ Rules & Regulations.
- (iii) Copy of the latest available Annual Report.
- (iv) Audited Receipts and Payments Accounts, Income & Expenditure Accounts and Balance Sheet of the Institutions/ Organizations/ Libraries as a whole of the preceding year with the audit certificate from a Chartered Accountant or a Government Auditor;
- v) Original four(4) quotations having valid GST No. containing item wise detailed specification, like brand name, model number, configuration, material, height, width, rate, quantity, price for the items of furniture, equipments, furnishing etc., proposed to be purchased.

(Brand name and model number of each item should be same in respect of all quotations.)
- (vi) A comparative Statement prepared on the basis of four (4) quotations.
- (vii) An undertaking to bear the liability in case the proposed amount exceeds the approved amount.
- (viii) A photograph of women section/senior citizen section/ neo-literate section/ carrier guidance section already exists or the space earmarked for the Section.
- (ix) Unique ID of the organization generated through NGO Darpan website (<https://ngodarpan.gov.in>)

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

- i) Original four(4) quotations having valid GST No. containing item wise detailed specification, like brand name, model number, configuration, material, height, width, rate, quantity, price for the items of furniture, equipments, furnishing etc., proposed to be purchased.
 - ii) An undertaking to bear the liability in case the proposed amount exceeds the approved amount.
 - iii) A comparative Statement prepared on the basis of four (4) quotations.
 - iv) A photograph of Women section/Senior citizen section/Neo-literate section/ Carrier guidance Section already exists or the space earmarked for Section.
- c) Convener, State Library Committee/State Library Planning Committee of the concerned **State/Union Territory Administration will scrutinize the applications in the light of above provisions and will forward them with such recommendation as he/she may deem fit, keeping in view the earmarked number of applications circulated by the Foundation at the beginning of each year.**

7. Conditions of Grant

- a) Once the items alongwith the estimate have been approved and grant assessed on the basis of these estimates, no further modification will be permitted.
- b) i. 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.
ii. On receipt of the relevant documents mentioned above alongwith the stamped pre-receipt, the RRRLF will release the grant by Demand Draft through ECS/PFMS directly to the grantee Institutions/ Organizations/ Libraries.
- c) **Expenditure prior to receipt of the sanction order will not be computed towards utilization of the grant.**
- d) 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.
- e) 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.

- f) 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.
- g) In case of non-utilisation of grant, the grantee Institutions/ Organizations/ Libraries shall be liable to refund the unutilized grant to the RRRLF.
- h) The organization must exercise reasonable economy in the working of the approved project proposal.
- i) 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”**.
- j) 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.
- k) 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

In case of Non-government organisations/ sponsored library/ organisation and Jawahar Bal Bhavan (JBB) etc.

The grantee Institutions/Organizations/Libraries shall submit the following documents within nine (9) months after the close of the financial year in which the grant was utilized.

- a) Utilisation Certificate in the prescribed format, duly signed by the organization, and countersigned by a Chartered Accountant/ Government Auditor.
- b) Statement of Accounts audited by a Chartered Accountant for the expenditure incurred on the approved proposal indicating the utilization of the Assistance Sanctioned and countersigned by the head of the organization / library;
- c) List of books purchased containing Accession Numbers, name of the title, name of the author, quantity, price etc., with total gross and net value with seal and signature.
- d) List of steel furniture and equipment purchased containing description, detail specification, quantity, price, and in case of TV and tape-recorder, model number, make, price etc., under seal and signature.
- e) Stock Entry Certificate of the steel furniture/equipment purchased

- f) Duly filled-in and signed, asset declaration in the prescribed format acquired out of the sanctioned financial assistance;
- g) Photocopies of Bills/Vouchers for books, furniture, equipments etc. purchased with the grant.
- h) At least two photographs for each section (i.e. for women, senior citizen, neo literate and career guidance section) including items/equipments procured.

In case of Government Organisation/ State autonomous body/ Local Body

- a. Utilisation Certificate in the prescribed format containing the name of the grantee library duly signed by the Drawing and Disbursing Officer of the organization with office seal and duly countersigned by Local Audit Fund;
- b. Statement of Expenditure on the approved proposal indicating the utilization of the Assistance Sanctioned duly certified by the DDO / Government Auditor and countersigned by the head of the organization / library;
- c. 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;
- d. List of steel furniture and equipment purchased containing description, detail specification, quantity, price, and in case of TV and tape-recorder, model number, make, price etc., under seal and signature.
- (f) Stock Entry Certificate of the steel furniture/equipment purchased.
- (g) Duly filled-in and signed, asset declaration in the prescribed format acquired out of the sanctioned financial assistance;
- (h) Photocopies of Bills/Vouchers for books, furniture, equipments etc. purchased with the grant.
- (i) Photograph of the newly created Section.
- (j) At least two photographs for each section (i.e. for women, senior citizen, neo literate and career guidance section) including items/equipments procured.