

**Matching Scheme Of Assistance To Public Libraries Towards Increasing Accommodation**

**APPLICATION FOR GRANT-IN-AID UNDER THE MATCHING SCHEME OF ASSISTANCE TO PUBLIC LIBRARIES TOWARDS INCREASING ACCOMODATION**

**From :**

**(To be routed through the State Government/Union Territory Administration)**

**To  
The Director  
Raja Rammohun Roy Library Foundation  
Block-DD-34, Sector-1, Salt Lake  
Kolkata-700 064**

**Subject: Assistance to public Libraries towards Increasing Accommodation.**

Sir,

I submit herewith an application vide Annexure-1 for a grant under the “Matching Scheme of Assistance to Public Libraries towards Increasing Accommodation”. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the management, I further agree to the following conditions:

- (a) All the assets acquired wholly or substantially out of the RRRLF’s grant shall not be encumbered or disposed of or utilized for purposes other than that for which grant is given. Should the library cease to exist at any time, such properties shall revert to the RRRLF.
- (b) The accounts of the project shall be properly maintained. They will always be open to check by an officer deputed by the RRRLF or the State Government/U.T. Administration.
- (c) If the RRRLF or the State Government/U.T. Administration have reasons to believe that the grant is not being utilized for approved purposes, the RRRLF may stop payment of further instalments and recover earlier grant in such manner as they may decide.
- (d) The library will exercise reasonable economy in construction/extension works of its building. In case there is any increase in the cost of construction, the library will not approach to RRRLF for enhanced and extra expenditure.
- (e) The construction/extension of the building will be completed within the stipulated period mentioned in the application.

- (f) No change in the approved plan will be made by the library without the prior approval of the RRRLF
- (g) On completion of the project, the library will be liable to furnish the Utilization Certificate and the Audited statement of A/cs. Certified by a Chartered Account/Statement of the Expenditure duly Certified by the DDO to the RRRLF under intimation to the State Government/U.T. Administration alongwith other document as mentioned at clause 22 of the rules of the scheme.
- (h) In case of failure to submit requisite documents in utilizing the grant within the stipulated period, the library shall be liable to refund the entire amount.

**Yours faithfully**

**Signature of the applicant  
with designation and office seal**

**Place :**

**Date :**

### **Annexure-1**

**(All the columns are to be filled up properly by the applicant in English or Hindi (Official language) in Capital letters)**

1.A Name of the institution/organisation sponsoring the project:

1B Postal address of the applicant :

i. Name of the Street/Row/Lane with premises no. if any

ii. Village/Town, Via

iii. Post Office

iv. District

v. State

vi. Name of Nearest Railway Station

vii. Pin code No.,

viii. STD Code No., Telephone No.  
(Route direction to reach the organization to be attached in separate sheet)

2. Date of establishment of the library :  
(Xerox copy of the Society Registration Certificate/Order for adopting the library under sponsorship scheme be attached, if any)

3. Where the library is at present housed? Whether it is in a rented accommodation or in its own building and whether it is a temporary construction or a RCC construction?

4. Nature of the library :  
(Tick the appropriate)

Govt./Sponsored/Aided/  
Run by Local Body or LLA  
or Notified Area  
Authority/Non-Govt.

5. **(a) In case of Government Libraries**

Designation & postal address of the Head of the Department and Head of Office

**(b) In case of other libraries**

Date of Registration under Societies Registration Act, 1860, (Xerox copy of the Registration Certificate be attached) :

6. Average no. of readers and borrowers per month :

7. The total no. of manuscripts, books and periodicals available in the library :

a) Periodicals :  
b) Books :  
c) Manuscripts:  
d) Other items :

8. Whether any grant is received for the construction of building from RRRLF on earlier occasion.

Yes/No

If yes, particulars of the grant be furnished :

9. Particulars of the construction
  - (a) Description of existing building, if any
  - (b) Description of the proposed building with the assistance from the RRRLF :
  - (c) Amount of assistance required to complete the construction:
10. Whether any grant is received from any other source for the same purpose, if so, give particulars:
11. Total estimated expenditure of the proposed construction.
12. How long it will take to complete the construction (organization must complete the construction with two years from the date of receipt of the first instalment)
13.
  - (i) Whether the plan for the proposed construction is approved by the local body, viz. corporation, Municipality, Panchayat and Notified Area Authority (if the proposed construction is a part of bigger plan, the portion proposed to be covered under the proposed scheme should be demarcated with **RED INK** on the body of the plan. Approved plan to be attached.
  - (ii) Please indicate whether the total estimated cost of the construction of the building is based on the state PWD/CPWD prevailing rates and duly authenticated by a registered firm of architect/building engineer/PWD/CPWD (Original estimates to be attached):
  - (iii) In case of proposed construction of the ground floor-**
    - (a) Total cost of construction up to plinth level:
    - (b) Total cost of construction up to roof level:

(c) Total cost of the remaining work:

**(iv) In case of construction for works other than the ground floor-**

(a) The cost of construction upto lintol level:

(b) The cost of construction when the roof has been laid:

(c) The cost of construction of the remaining work:

14. Does the plot of land on which the building is proposed to be constructed belong to the library? Mention total area of the land with cost thereof (Copy of the deed with an English Version in case the deed is in regional language along with a certificate from government Pleader should be attached):

15. An undertaking to be furnished to the effect that the organization will bear the cost exceeding prescribed limit in case estimates are beyond the approved ceiling of limit.

**16. 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. The cheque may be drawn in favour of -

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**List of Enclosures:**

- i) Constitution/Memorandum of Association of the organization
- ii) Copy of the Society Registration Certificate
- iii) Copy of the English version of the Deed
- iv) Certificate of the Government Pleader
- v) Copy of the Latest available Annual Report
- vi) Copies for last three years Audited Accounts
- vii) Approved/Sanctioned plan of the proposed building

- viii) Estimate for the construction
- ix) Photograph of the existing building

**Signature of the applicant  
with designation and  
office seal**

**Place :**

**Date :**

Countersigned  
Drawing & Disbursing Officer of the library  
**(In case of Govt. library only)**

**12. Recommendation**

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**. The amount of assistance recommended is Rs. .... (Rupees .....)  
only from the matching fund which have been approved in State Library Committee/State Library Planning Committee Meeting held on .....

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

**Place:**

**Date :**