

**Non-matching Scheme of Financial Assistance to Voluntary  
Organization providing Public Services**

**APPLICATION FOR GRANT-IN-AID UNDER THE NON-MATCHING  
SCHEME OF FINANCIAL ASSISTANCE TO VOLUNTARY  
ORGANIZATIONS PROVIDING PUBLIC LIBRARY SERVICES**

**From:**

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

**To**

**The Director**

**Raja Rammohun Roy Library Foundation**

**Block: DD-34, Sector I, Salt Lake City**

**Kolkata 700 064**

**Sub: Grant-in-aid under the Non-Matching Scheme of Financial  
Assistance to Voluntary Organization Providing Public Library Services.**

**Sir,**

I submit herewith an application under the above mentioned scheme. 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 assets acquired wholly or substantially out of the grant shall not be encumbered or disposed of or utilized for purposes other than those for which grant is given. Should the organization cease to exist at any time. Such properties revert to the Foundation;

(b) The accounts of the scheme shall be properly maintained. They will always be open to check by an officer deputed by the Foundation or the State Govt./ U.T. Administration. They shall also be open to test check by the Computer and Auditor General of his discretion;

© If the Foundation or the State/ U.T. Govt. have reasons to believe that the grant is not being utilized for approved purposes, the Foundation may stop payment of further installments and recover earlier amount in such manner as they may decide ;

(d) The organization shall exercise reasonable economy in its working. In case there is any increase in the cost of construction the grant of the Foundation will not be enhanced and the extra expenditure will have to be borne by the organization;

(e) In case of grant for construction of building, the construction will be completed within a period of two years from the date of receipt of the first installment of grant unless further extension is granted by the Foundation;

(f) No change in the approved plan of the building shall be made without the prior approval of the Foundation;

(g) The organization undertakes to meet the balance of the estimated expenditure on the scheme;

(h) The present application form duly filled in is enclosed together with the required documents;

**Yours faithfully,**

**Place :**

**Date :**

**Signature of the applicant  
(Registered Voluntary Organization)  
with his designation and office seal**

## ANNEXURE-I

(All the columns is to be completed by the applicant)

### Part-I

1. Name & address with Pin Code No. :  
Of the Registered Voluntary organization.  
(As per Registration Certificate)
2. Name & address with Pin Code No :  
Of the library run under the registered  
voluntary organization mentioned at Sl. No.  
1
3. Date of establishment of the library :
- 4 (i) Whether registered as a society or  
as a trust. If so, a copy of the  
registration certificate is enclosed.  
:  
(ii) Date of registration
5. Receipts & Payments Accounts, :  
Income & Expenditure Account and Balance  
Sheet of the organization as a whole or of  
the library with Audit Certificate of the  
Chartered Accountant or a Govt. Auditor for  
the last three years be attached.
6. Whether the library is located in its :  
own or rented building.  
  
(i) Whether the library has a :  
reading room facility, if so, the area  
of the reading room to be mentioned.  
  
(ii) The no. of parsons as may sit  
together at a time in the reading  
room to be mentioned
7. The total no. of manuscripts, books, : (a) Magazine :  
magazine, journals and periodicals available (b) Periodicals :  
in the library including children's section, if © Books :  
any. (d) Manuscripts:  
(e) Journals :  
(f) Other :
8. (a) Is the library open to public without  
restriction. If not, give particulars.

- (b) Total no. of members of the library to be mentioned.
9. The average no. of members of persons visiting the library everyday.
10. (a) Is there a separate section for Children ?  
(b) Total no. of children books in stock
11. Whether the following services other than the reading facility on the premises and lending of books for home are available  
(i) Reference Services; :  
(ii) Bibliographical services :  
(iii) Documentation services :  
(iv) Reprographical facilities :  
and  
(v) Extension services, such as, lecture, study group, exhibition etc.
12. Is the entire collection of the library: classified and catalogued? Also indicate the system followed
13. Expenditure incurred for the : purchase of books during the last three years, financial year-wise, be mentioned.
14. A statement indicating the furniture, equipment, already available in the library with its estimated cost, item-wise (If necessary separate sheet be attached).
15. Details of Grant, if any, received : under this scheme since 1986-87 be mentioned.
16. Whether the organization has received grant under this scheme since 1986-87 in any other changed name or address or both, if so, particulars thereof.

**Place :**

**Date :**

**Signature of the applicant  
(Registered Voluntary Organization)  
With his designation and office seal**

**NB : ALL THE COLUMNS SHALL BE PROPERLY FIELD UP ON THE BASIS OF THE ACTUAL INFORMATION FAILING WHICH THE APPLICATION WILL BE REJECTED.**

**ANNEXURE-II**

**(To be filled by only those desiring grant for purchase of books,  
library furniture and equipment)**

1. Name & address of the library :
2. Total estimated item-wise expenditure towards books (including binding), furniture & equipment proposed to be purchased.

(a) Books :

(i) Books (Approximate number of books with prices to be purchased)

:

(ii) Binding of old books limited to 10% of cost of books (Approximate number of old books to be bounded with cost there of)

Total \_\_\_\_\_  
= = = = =

(b) Furniture & Equipment:

(i) Furniture such as Steel Almirah, Steel Rack, Steel Reading Room Table, Fibre Mould Chair,

**Original Quotation containing specification (length, breadth, height, gauge) quantity, price etc. be attached.**

(ii) Equipment such as Steel Cardex, Steel Catalogue Card Cabinet, T.V.

= = = = =

(iii) Copier Machine (prevailing market rate)

Total

= = = = =

(iv) Computer with accessories & furniture

**Original Quotation containing specification (length, breadth, height, gauge, quantity, price etc. be attached.**

3. How much assistance is required by the library. The amount asked for should not exceed 75% of total estimated cost shown against Sl. No. 2.

(a) (i) Books  
(ii) Binding

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(b) Furniture  
© Equipment

Total:

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4. Whether the organization is in a position to meet the balance expenditure i.e. 25% of the total expenditure estimated on the purchase of books, furniture & equipment. If so, the source of the receipt be mentioned (Bank Certificate showing the balance as on date may be attached)

**Place:**

**Date :**

**Signature of the applicant  
(Registered Voluntary Organization)  
With his designation and office seal**

## ANNEXURE-III

**(To be filled by only those desiring grant for Construction or Extension/addition of library building)**

1. Name & address of the library :
- 1A. Description of the proposed construction of G.F., F.F, Second Floor etc. :
2. Total estimated expenditure on the proposed construction, as per estimates. Total estimated expenditure should not exceed Rs. 6.00 lakhs. :
3. How long it will take to complete the construction (organization must complete the construction within two years from the date of receipt of the first installment) :
4. How much assistance is required by the organization to complete the construction. The amount asked for should not exceed 75% of the total estimated cost (shown against Sl. No. 2) or Rs. 4. 50 lakhs, whichever is less. If the estimates of the proposed construction exceeds Rs.6.00 lakhs, and undertaking to bear the liability in excess of Rs.6.00 lakhs be submitted in the separate sheet to complete the proposed construction in all respect. :  
  
State the authority of Local Body viz. Corporation, Municipality,
5. Notified area and Panchayat, who approved the building plan with seal and signature (Approved Ammonia Print building plan containing existing and proposed construction demarcating by different ink be attached) :
6. Please indicate whether the total estimated cost of the proposed construction of the building is based on State PWD/CPWD prevailing Schedule of rates and duly authenticated by a registered firm of Architect/Building Engineer/PWD/CPWD :

(original details estimates floor-wise, containing certificate of prevailing PWD Schedules rates to be attached).

- (i) **In case of proposed construction/extension of the Ground Floor based on estimates:** :
- (a) Total cost of construction up to plinth level when roof has been laid. :  
:
- (b) Total cost of: construction up to roof level when roof has been laid. :  
Total (a+b+c) = Rs
- © Total cost of the: remaining work. :
- (ii) **In case of construction/ extension of work other than Ground Floor** :
- (a) Total cost of: construction upto Linton level. :  
Total (a+b+c) = Rs
- (b) Total cost of: construction when the roof has been laid. :  
:
- © Total cost of: construction of the remaining work. :

7. Whether 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 pucca construction (A Photograph of existing own building be attached).

7A. Whether the proposed construction: will be adjacent to or on the place of existing building by demolishing the existing construction. Distance between existing and proposed construction be mentioned. :

8. Xerox copy of the Original: Registered Deed/Lease Deed of land or allotment letter of District Collector duly authenticated is attached. :

:



9. If the Registered Deed/Lease Deed of land or allotment letter of District Collector is in Regional language, an English version of the same duly authenticated be attached.
10. A certificate from Government Pleader in Original as per Clause 8(vi)(b) be attached. :
11. Whether the organization is in a position to meet the balance of expenditure i.e. 25% of the total estimated expenditure or balance there after for construction of library building. If so, the source of the receipt be mentioned. :
12. **Declaration:**

On behalf of the organization I solemnly declare that the particular furnished above are true. I certify that I have read the rules and regulations of the scheme of the Foundation and I undertake to abide by them.

**Place:**

**Date:**

**Signature of the applicant  
(Registered Voluntary Organization)  
With his designation and office seal**

**Part-II**

**RECOMMENDATION OF THE STATE/GOVERNMENT/ UNION  
TERRITORY ADMISTRATION**

The \_\_\_\_\_ application \_\_\_\_\_ of  
..... (name of  
the registered organization) is forwarded, duly recommended, to the Director, Raja  
Rammohun Roy Library Foundation with the following comments :

(i) That a Senior Officer of the  
..... Department  
has inspected the organization;

(ii) The organization is registered (under Indian Societies Registration Act, XXI  
of 1860 or any equivalent State Act or a Public Trust Registered under any  
law for the time being in force);

(i) That the application has been examined and that the proposal is found to be  
eligible under the scheme ;

(ii) That the proposal for which the application is being recommended is  
absolutely essential for the development/ expansion of the institution in the  
field of library services for the following reasons :

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(iii) That the organization is not run for profit to any individual or a body of  
individuals ;

(iv) That the land for the construction of building is owned by the organization ;

(v) That the accommodation proposed to be constructed conforms to be standards  
laid by the State/ U.T. Governments ;

(vi) That the rate of the proposed construction are not more than the prevailing  
PWD Schedule of the rates for similar work ;

2. Certified that the applicant library is open to all and its use is not restricted.

3. While recommending the application the following checks have been made.

**( To be filled in by the organization and checked by the State Government/U.T.  
Administration Authority recommending the grant)**

- |       |   |   |     |    |
|-------|---|---|-----|----|
| i)    | Has the name of the organization been mentioned clearly?  | : | Yes | No |
| ii)   | Whether the organization is registered under the Indian Societies Registration Act, XXI of 1860 or any other equivalent State Act or a Public Trust Registered under any law for the time being in force?   | : | Yes | No |
| iii)  | Whether an attested copy of the registration certificate is enclosed?   | : | Yes | No |
| iv)   | Whether the purpose for which financial assistance is sought been stated clearly?   | : | Yes | No |
| v)    | Has the total estimated expenditure been stated in the application?   | : | Yes | No |
| vi)   | Has the source from which the matching funds or their share of expenditure is proposed to be met, been mentioned?   | : | Yes | No |
| vii)  | Is a copy of the memorandum of Association/ Constitution attached to the application?   | : | Yes | No |
| viii) | Has a copy of the list of Board of Management/ Governing Body/ Managing Committee of the organization together with address and occupation of each member been attached?                                    | : | Yes | No |
| ix)   | Has a copy of the latest Annual Report been attached?   | : | Yes | No |
| x)    | Have all the three Audited Accounts viz. Receipts & Payments accounts, Income & Expenditure account and Balance Sheet for the last three year for the organization as a whole or the library been attached? | : | Yes | No |
| xi)   | Have the details of estimated expenditure for purchase of books, furniture and equipment and construction of building been attached?  | : | Yes | No |
| xii)  | Has the approved plan for the construction of building been attached?   | : | Yes | No |
| xiii) | Has the certificate from Government Pleader been attached?  | : | Yes | No |
| xiv)  | Has the Xerox copy of the original registered deed/ registered lease deed or allotment letter of District Collector been attached?  | : | Yes | No |
| xv)   | If the registered deed/registered lease deed or allotment letter of District Collector in regional language, has an English version of the same duly authenticated been attached.                           | : | Yes | No |

4. The State Government/U.T. Administration recommended that the following grants may be given by the **Raja Rammohun Roy Library Foundation, Kolkata.**

**Items**

**Amount of Grant (Rs.)**

**(Signature)**  
**Designation of the Convener,**  
**SLC with Office Seal**

Date:

- Note: 1. The Officer signing this certificate should be Convener of State Library Committee to the State Government/ U.T. Administration.**
- 2. Please strike-out whichever clause is not applicable.**