

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

Title and Object

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

The object of the scheme is to render financial assistance to voluntary organizations/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 organization/institution.

Definition of Voluntary Organization

2. For the purpose of this scheme, a "Voluntary Organization" 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 organization under the control of or substantially funded by 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 organization 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, cast, 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.

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 Almirah, Steel Rack, Steel Reading Room Table and Fibre molded Reading Room Chair.

‘Equipment’ will include Steel Cardex, Steel Catalogue Card Cabinet, Copier Machine, TV and Computer with accessories and furniture.

(ii) **“Construction”** including additions/alterations/renovation of building of library wing of the organization, but excluding normal maintenance, repair work of existing building and construction of boundary wall.

Note-1: Grant will ordinarily be given for construction of library building if the total no. of books is more than 3000 for Rural Libraries and 4000 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.

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 maximum amount of Rs. 1.50 lakh towards purchase of books, furniture, equipment and purchase of computer with accessories and furniture and Rs. 4.50 lakh towards construction/addition of library building.

However financial assistance shall be limited as given below:

- | | | | |
|------|---|---|-------------------------|
| i. | Construction Work | - | Once in 10 (ten) years |
| 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 | - | Once in 5 (five) years |
| v. | Books | - | Every year. |

The number of years will be calculated from the date of release of the first installment 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 of 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 estimates exceed 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 scheduled 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 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 organization'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) Xerox copy of the original registered deed of land containing signature of the Sub-Registrar with office seal on its back pages or Xerox copy 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 copy 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 ;
- © 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 'RED INK' in the plan. Provision for sanitation, water supply and electricity shall be made:
- (d) Detailed estimates of cost of construction based on PWD/CPWD prevailing rates duly authenticated by a registered firm of architect/building engineer/CPWD/PWD are attached. While submitting estimates for a new building or extension of the existing building the cost may be given phase wise in the manner indicated below.

In case of construction of the ground floor-

- 1) Total cost of construction up to plinth level;
- 2) Total cost of construction up to 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 up to 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 a single installment, on receipt 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.
- (B) **For construction work**, the sanctioned grant will be released in three installments 50% as first installment, 40% as second installment and 10% as third and final installment.
 - (a) **First installment** 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 installment 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 installment** will be released on receipt of the following documents-
 - (i) Utilization Certificate for the amount of the first installment 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 installment;
 - (iv) Progress report of the work.
 - (v) Photograph of construction made with the grant.
 - (c) **Third and final installment** will be released only as a reimbursement and on receipt of the following documents-

- (i) Utilization 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 utilized;
 - (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 installment;
 - (v) Form G.F.R 19 duly filled-in, for assets acquired out of the grant;
 - (vi) At least one copy of photograph 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 installment 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 falling 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-utilization 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) Utilization 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 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, 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.

**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 1886-87 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

- (a) (i) Books
- (ii) Binding

- (b) Furniture
- © Equipment

Total:

exceed 75% of total estimated cost shown against Sl. No. 2.

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);
- (iii) That the application has been examined and that the proposal is found to be eligible under the scheme ;
- (iv) 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 :

- (v) That the organization is not run for profit to any individual or a body of individuals ;
- (vi) That the land for the construction of building is owned by the organization ;
- (vii) That the accommodation proposed to be constructed conforms to be standards laid by the State/ U.T. Governments ;
- (viii) 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.**