

Non Matching Scheme Of Financial Assistance To Public Libraries Towards Celebration Of 50/60/75/100/125/150 Years And The Like.

Title and Object

1. The Scheme is known as Non-matching Scheme of Financial Assistance to Public Libraries towards of celebration of 50/60/75/100/125/150 years and the like.

The objective of the scheme is to render financial support to a library towards organization of celebration of its existence of 50/60/75/100/125/150 years and the like.

Types of institutions/organizations eligible for assistance

2. Assistance under the scheme will be given to the reputed public libraries. The following categories will be eligible for assistance under the scheme:

- (a) A government/sponsored library;
- (b) An aided/registered library;
- © A library established/adopted under the Act of State Legislature or a resolution of the State Govt. UT. Administration;
- (d) Library run by local body
- (e) Library run by voluntary organizations (NGOs) providing public library services registered under an Act or public trust.

In order to be eligible for financial assistance under the scheme, a non-govt. public library should possess the following characteristics:

- i) It should have existence for 50/60/75/100/125/150 years or more.
- ii) It should have properly constituted managing body
- iii) It should have adequate facility, resources and personnel to run the library
- iv) Library should be open to all without discrimination
- v) Library should maintain proper audited accounts viz. Receipts & Payments Accounts, Income and Expenditure Accounts and Balance Sheet.

Scope of Assistance

3.(a) Assistance will be given to a library towards the celebration of its existence of 50/60/75 years for the following purposes:

- i) Organization of seminars/workshops befitting the occasion for a maximum amount of Rs.10, 000/-
- ii) The purchase of books, (including 10% books binding) for a maximum amount of Rs. 20,000/-

Note: Book will include printed publication, excluding those of the periodical nature, such as, magazines, journals and newspapers.

- iii) Purchase of Steel furniture which includes almirah, rack, display board, reading room table, reading room chair and catalogue card cabinet for a maximum amount of Rs.20,000/-
- iv) Purchase of copier machine as per the market price;
- v) Purchase of Computer with accessories and furniture for a maximum amount of Rs. 50,000/-
- vi) Renovation of library building by means of painting, white washing, repairing etc., for maximum amount of Rs.50, 000;
- vii) Organization of culture function, debate, essay competition on a topic of library movement, national integration etc., for a maximum amount of Rs.10, 000/-
- viii) Publishing a commemorative volume of educational and cultural value but not a souvenir for a maximum amount of Rs.10, 000/-;
- ix) Giving award in cash or kind to the staff of the library as a mark of dedication, efficiency and trustworthiness for a maximum amount of Rs.2.000/- each for five (5) persons.

(b) Assistance will be given towards the celebration of 100 years of more of its existence.

- i) Organization of seminars/workshops befitting the occasion for a maximum amount of Rs.10, 000/- ;
- ii) The purchase of books, (including 10% books binding for a maximum amount of Rs.20, 000/- ;

Note: Book will include printed publication, excluding those of periodical nature, such as, magazines, journals and newspapers.

- iii) Purchase of steel furniture, which includes almirah, rack, display board, reading room table, reading room chair and catalogue card cabinet.
- iv) Purchase of copier machine as per the market price;

- v) Purchase of Computer system with accessories and furniture for a maximum amount of Rs. 1 lakh;
- vi) Renovation of library building by means of painting, white washing, repairing etc., for a maximum amount of Rs.50, 000/-
- vii) Organization of cultural function, debate, essay competition on a topic of library movement, national integration etc., for a maximum amount of Rs.10, 000/- ;
- viii) Publishing a commemorative volume of educational and cultural value but not a souvenir for a maximum amount of Rs.10, 000
- ix) Giving award in cash or kind to the staff of the library as a mark of dedication, efficiency and trustworthiness for a maximum amount of Rs.2, 000/- each for five (5) persons.

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 Administrations.

Extent of Assistance

4. (i) Financial Assistance is limited to Rs. 1 lakh for celebration of 50/60/75 years for items as mentioned in Clause 3 (a) above..

(ii) Financial Assistance is limited Rs.50 lakhs for celebration of 100 years or more for items as mentioned at Clause 3 (b) above.

(iii) **One time ad-hoc grant** of Rs. 1 lakh will be sanctioned to a library in existence for 100 years or more only for **modernization purposes** on the basis of a detailed time bound project plan.

(iv) **One time grant** of Rs.15,000/- for purchase of books and Rs.10000/- for purchase of furniture will be sanctioned for **rural libraries (Panhayat area)** in existence for 50 years or more.

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

Note-2: Normally, no library shall be considered for assistance under the scheme for more than one purpose as mentioned in Clause-4(i) to (iv)

Procedure for submission of application

5. (i) Organization/institution should submit their application in the prescribed form complete in all respect mentioning the probable date with detailed programme of the celebration to the Convener of the State Library Committee/ State Library Planning Committee of the respective State.

Application from the Central Government Organizations/Institutions complete in all respect will be received directly by the RRRLF.

The applications in the prescribed form shall be submitted at least six (6) months before the probably date of the programme of the celebration.

- (ii) The convener of the State Library Committee/State Library Planning Committee shall forward applications with such recommendations as they deem fit in the prescribed form.
- (iii) If the RRRLF requires clarification on any point not containing on the statements, the organizations/institution shall furnish it within the time specified by the Foundation failing which the application will not be considered.

Condition of Grant

6. The grant will be released in one instalment subject to receipt of the following documents from the organization/institutions:
- (i) An Indemnity Bond on non-judicial of stamped paper of Rs.50/- in case of non-govt. organizations/institutions and on plan paper in case of Govt. organizations;
- (ii) Resolution of the organizations/institutions towards acceptance of them and conditions in case of non-govt. organization/state autonomous body/local body;
- (iii) Acceptance of terms and conditions of grant;
- (iv) Stamped pre-receipt.

Note: The cost of non-judicial stamped paper will be borne by the organization/institution.

7. An organization/institution in receipt of the financial assistance shall be opened for inspection by an officer of the RRRLF or concerned State Government/UT Administration.

8. The grant should be utilized by the organization/ institution within twelve (12) months from the date of receipt of the grant.

9. 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 the purposes other than those for which grant was sanctioned without prior approval of the RRRLF. Should the organization cease to exist at a time, properties created with the grant shall revert to the RRRLF.

10. The accounts of the scheme shall be reflected in the annual accounts of the library/institution/organization. They shall be opened to check by an officer of the RRRLF or State Government/UT Administration.

11. Library shall exercise reasonable economy in the working of the approved project.

12. In case of non-utilization of the grant, the grantee institution/organization shall be liable to refund the unutilized grant to the RRRLF.

13. Expenditure prior to receipt of the sanction letter will not be commuted towards utilization of the grant.

14. Books and furniture purchased should be rubber stamped on the verso of the title page of book/painted respectively with **“Purchased with the financial assistance of the Raja Rammohun Roy Library Foundation”**.

15. Library building renovated/repared with the financial assistance should publicly display as under:

“Repairing /Renovation work done with the financial assistance of raja Rammohun Roy Library Foundation”

Submission of documents after utilization

16. The organization/institution shall furnish the following documents within nine (9) months from the closing of the financial year in which the grant was utilized:

A) **In Case of non-govt. institutions/organizatations**

- i) Utilization Certificate in the prescribed format duly signed by the organization and counter signed by the Chartered Accountant/Government Auditor;
- ii) Receipts and Payments Accounts, Income and Expenditure Accounts and Balance Sheet for the year for which the grant was utilized duly audited by the Chartered Accountant/Government Auditor
- iii) List of Books purchased containing accession number, name of the titled, name of the author, quantity, price with total gross and net value under seal and signature;
- iv) List of furniture, computer, copier machine purchased with description, specification, quantity and value with the seal and signature of the organization/institution. Sock Entry Certificate of the items purchased other than books.

- v) Stock Entry Certificate of the items purchased other than books;
- vi) Completion Certificate in respect of renovation/repair of the library building from PWD/CPWD Engineer/architect, duly countersigned by the organization.
- vii) A report in respect of the seminar/workshop and cultural function undertaken by the organization/institution;
- viii) A copy of the seminar paper and printed commemorative volume.
- ix) Photographs of the books bounded containing accession number, name of title and cost of binding of each book.
- x) Photographs of the celebration.

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

- i) Utilization Certificate in the prescribed format, duly signed by the Drawing by the Drawing and Disbursing Officer, countersigned by the local audit fund;
- ii) Statement of expenditure specifying the period, item-wise, duly signed by the DDO, countersigned by the local audit fund;
- iii) List of books purchased containing accession number, name of title, name of author, quantity, price with total gross and net value with seal and signature of recipient library;
- iv) List of furniture purchased with description, detail specification, quantity and value with seal and signature of the recipient library;
- v) Stock Entry Certificate of the furniture, computer and copier machine etc. purchased other than books;
- vi) Completion Certificate in respect of the renovation/repairing of the library building from PWD/CPWD Engineer/Architect, duly countersigned by the organization;
- vii) A report in respect of seminar/workshop and cultural function undertaken by the organization/institution;
- viii) A copy of the seminar paper and printed commemorative volume.
- ix) List of books bounded containing accession number, name of title and cost of binding of each book.
- x) Photographs of the celebration.

APPLICATION FOR GRANT UNDER THE RRRLF'S NON-MATCHING SCHIM OF FINANCIAL ASSISTANCE TO LIBRARIES TOWARDS CELEBRATIO OF 50/60/75/100/125/150 YEARS AND LIKE.

From:

(To be routed through the Convener, State Library Committee/State Library Planning Committee of the concerned State Government/Union Territory Administrations)

To

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

Subject: Assistance to library towards Celebration of 50/60/75/100/125/150 years and like.

Sir,

I submit herewith an application vide Annexure-1 for a grant under the Scheme “Non-matching Scheme of Financial Assistance to Libraries towards Celebration of 50/60/75/100/125/150 years and like”. I certified that I have read the rules and regulation 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 grant shall not be encumbered or disposed of or utilized for purposes other than that those for which grant is sanctioned. 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 and specifically reflected in the final accounts of the library . This shall also be open the test check by the RRRLF;
- c) Utilization Certificate will be submitted to the RRRLF as soon as the celebration is over. A copy of the Audited Statement of Accounts will be submitted showing the expenditure of the grant on completion of the final accounts of the library.
- d) The organization undertakes to meet the balance of the estimated expenditure of the project cast in case the project proposal exceeds the maximum admissible limit(s).
- e) In case of failure to utilize the grant within the stipulated period and to, the library shall be liable to refund the entire amount of the grant; I undertake to refund the grant or part thereof.

Yours
faithfully;

Place :
Date :

Signature of the
applicant
With designation and office seal

ANNEXURE-1

**[All columns are to be filled up properly by the applicant in English or Hindi
(Official Language) in capital letters]**

1. Name and address of the applicant (as per Society Registration Certificate, where applicable).
2. Name of the Library run by the Government/Municipality/Other Organization, including NGOs.
3. If Government/State Autonomous Body/ Local Body:-
 - (a) Give name and address of the Head of the Department and Head of Office
 - (b) Designation of Drawing and Disbursing Officer (DDO) responsible to receive assistance and submit Utilization Certificate and other documents for settlement of the grant
4. If a Registered Society/Trust/Sponsored Library, mention the number and date of the registration/sponsorship Certificate:- (A copy of the Society Registration Certificate/ Sponsorship Certificate, copy of the

constitution, list of present members of the Executive Committee, copy of the latest Annual Report, and Audited Receipts and Payments Accounts, Income and Expenditure Accounts and Balance Sheet with Audit Report from a Chartered Accountant or a Government Auditor of the preceding year are to be enclosed)

5. a) Purpose of grant
(Strike out which is not applicable)

b) Mention the probable date with detailed programme of the celebration (if needed, separate sheet be attached)

Celebration of 50/60/75/100/125/ 150 years and like
6. Date of establishment of the library, first printed Annual Report/documentary evidence be attached.
7. Whether the library is located in its own or rented building or rent free accommodation
8. Particulars of staff with designation (if needed, separate sheet be attached)
9. Total number of books and periodicals
Books :
Periodicals :
10. Average no. of readers and borrowers per day
Readers :
Periodicals :
11. Source of income- grant from government (Central and State)m donation from public, subscription from members etc.
12. Whether any grant is received from any other source for the same purpose, give particulars
13. Whether any grant is received from the Foundation since 1990-91 under this scheme, if so sanctioned letter no. with date shall be mentioned.
14. Particulars of grant applied for with estimates-

a) Organisation of seminar/ workshop befitting the occasion for a maximum amount of Rs.10000/- detailed estimate to be attached

b) Purchase of books (including 10% books binding) for a maximum amount of Rs.20, 000/-.

i) Book Rs.
ii) Binding Rs.

c) Purchase of furniture like almirah rack, etc. for a maximum amount of Rs.20.000/-. Estimate/quotation to be attached.

i) Almirah
ii) Rack
iii) Reading room furniture
iv) others

d) Purchase of Copier Machine as per the market price. Estimate/quotation to be attached.

e) Purchase of computer with accessories and furniture for a maximum amount of Rs.50, 000/- Rs 1 lakh. Estimate/quotation to be attached.

f) Renovation of the library building by means of painting, white washing and repairing etc., for a maximum amount of Rs.50000/-. (Detailed estimates from the PWD Engintter/architect having certification that the estimates have been prepared as per prevailing PWD/CPWD Schedules of rates to be attached.)

g) Organization of cultural function, debate, essay competition on a topic of library movement, national integration etc., for a maximum amount of Rs.10, 000/-. Estimates to be attached.

h) Publishing commemorative volume of educational and cultural value but not a souvenir for a maximum amount of Rs.10000/-. Estimates to be attached.

i) Giving cash award in cash or kind to the staff of the library as a mark of dedication, efficiency and trustworthiness for a maximum amount of Rs.2,000/- each for (5) persons.

**Grand Total shall not exceed Rs.1.0 lakh;
1.50 lakh; 1.00/- 10, 000/- and 15,000/- as
the case may be.**

15. 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 sanctioned grant may be drawn by Cheque/draft in favour of

Signature of the applicant
With designation and office Seal

Place:
Date:

ANNEXURE-II

LIST OF ENCLOSURES ATTACHED:-

IN CASE OF NON-GOVERNMENT ORGANISATION	IN CASE OF GOVERNMENT ORGANISATION
a) Copy of the society Registration certificate/Trust Deed/ Sponsorship Certificate	a) Details of the programme together with the probable date of celebration
b) Copy of the Constitution/ Memorandum of Association	b) First printed annual report/ Documentary evidence towards date of establishment of the library.
c) First Printed Annual Report/ Documentary evidence towards date of establishment of the library.	c) Latest Annual Report.
d) Available latest Annual Report	d) Original Quotation for items of equipment/ furniture proposed to be purchased containing description, specification quantity, price etc.
e) Audited Receipts and Payments Accounts, Income and Expenditure accounts and Balance Sheet of the organization of the library as a whole of the preceding year	e) An undertaking to bear the liability in excess of the each item of the proposed expenditure, if any.
f) Original quotation for items of equipment/furniture proposed to be purchased containing description, specification, quantity and price etc.	

<p>g) An Undertaking to bear the liability in excess of the each item of the proposed expenditure, if any.</p> <p>h) Details of the programme together with the probable date of celebration.</p> <p>i) List of present Members of the Executive Committee</p>	
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Signature of the applicant with
Designation and office seal

Place:
Date:

Countersigned by the higher
Authority/DDO where applicable.

To be used by the Convener, SLC

Recommendation:

This is to certify that
.....(name of the applicant in
Capital Letters) is a government/ state autonomous body/ local body/ aided/ sponsor/ private
organization/ institution/ NGO. Library is reputed one and deserves assistance from the
RRRLF to celebrate of 50/60/75/100/120/150/ and like existence of the library.

The amount of assistance recommended is Rs.....(Rupees
..... only).

**Signature and designation of the
Convener, SLC/SLPC with office seal**

**Place:
Date:**

*** Strike-out which is not applicable.**