

## **Non-Matching Scheme Of Financial Assistance To Children's Libraries Or Children's Section, Women Section, Senior Citizen Section, Neo-Literate Section Of Generals Public Libraries**

### **TITLE AND OBJECT**

1. The scheme is known as **“NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TO CHILDREN'S LIBRARIES OR CHILDREN'S SECTION, WOMEN SECTION, SENIOR CITIZEN SENCTION, NEO-LITERATE SECTION OF GENERAL PUBLIC LIBRARIES”**.

The objective of the scheme is to support and promote children's libraries/ children's section, women section, senior citizen section neo-literate section of general public libraries all over the country directly by the RRRLF in order to develop reading habit among the children, women and also to provide services to the senior citizens of the society. 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. It is non-matching scheme.

### **TYPES OF INSTITUTIONS/ORGANISATIONS ELIGIBLE FOR ASSISTANCE**

2. The assistance under this scheme will be given to the children's libraries or those general public libraries, which have children section, women section, senior citizen section, neo-literate 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 and a separate section for the neo-literates in the library.

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

- (a) A Central/State Government Children Library or Government Public Library with children section.
- (b) A children library or public library with children section managed by State Autonomous Body and Local Body viz. Corporation, Municipality, Panchayat etc.
- © A Central Government Sponsored Children's library like Jawahar Bal Bhawan, Aurobindo Bal Kendra etc.
- (d) A Children's library or general public library with children section/ women section/senior citizen section/neo-literate section run by a sponsored/registered voluntary organization.

### **SCOPE OF ASSISTANCE**

4. Assistance will be given for the following purposes:
- (a) (i) Purchase of children books;
  - (ii) Purchase of charts, maps, globes, educational toys etc.
  - (iii) Purchase of steel almirah, steel book case, steel racks, steel reading tables, fibre arm chairs and steel framed display board (designed specifically for the children);
  - (iv) Purchase of audio-visual materials for educational purpose viz. TV, Tape Recorder, Educational Audio Cassette, CDs etc.
  - (b) (i) Purchase of books for women section;
  - (ii) Purchase of steel almirah, steel rack, reading table, fibre arm chairs and display board for women section.
  - © (i) Purchase of books for senior citizens;
  - (ii) Purchase of steel almirah, steel book case, steel rack, reading table, fiber arm chairs and display board for senior citizen section;
  - (iii) Purchase of big print books, talking books and magnifying glass/scripts for use of the old people.
  - (d) (i) Purchase of books for neo-literate section;
  - (ii) Purchase of steel almirah, steel book case, steel rack, steel reading tables, fibre arm chairs and display board for neo-literate section.

### **EXTENT OF ASSISTANCE**

5. (A) The extent of assistance will be limited to Rs.25000/- per annum, for the purpose of items mentioned at clause 4(a)(i) to (iv) in which at least 60% is to be spent for purchase of children books, globes, maps, charts etc.
- (B) The extent of assistance will be limited to Rs.20000/- per annum, for women section in the general public library in which at least 60% is to be spent for purchase of books for women and rest of the amount will be limited for the purpose of items at clause 4(b)(ii).
- © The extent of assistance will be limited to Rs.15,000/- per annum for senior citizen section in which at least 60% is to be spent for purchase of books to cater the need of the senior citizen of the society and rest of the amount will be limited for the purpose of items at clause 4(c)(ii) &(iii).
- (D) The extent of assistance will be limited to Rs. 10, 000/- in which 60% is to be spent for purchase neo-literate literature published by National Literacy

Mission, State Literacy Missions and State Resource Centres and rest of the amount will be limited for the purpose of items at clause 4(d)(ii)

**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 Utilizations 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.

## **PROCEDURE OF SUBMISSION OF APPLICATION**

**(Note: Application alongwith all required documents will only be considered)**

6. 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 per Clause 8(a) of the Scheme.
7. Institutions and organizations other than those mentioned in Clause 6 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.
8. The library intending to avail of the assistance should apply in the prescribed form (other than the libraries mentioned in Clause-6) to the Convener for onward transmission to the RRRLF alongwith the following documents:
  - (a) **IN CASE OF REGISTERED NON-GOVERNMENT PRIVATE INSTITUTIONS/ SPONSORED LIBRARIES/ ORGANISATIONS:**
    - (i) Copy of the registration certificate under the Indian Societies Registration Act, 1860 or any other equipment State Act or registered as a public trust under any law for the time being in force/sponsorship certificate/order of sponsorship.
    - (ii) Construction 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 organization/institution/library as a whole of the proceeding year with the audit certificate from a Chartered Accountant or a Government Auditor;
  - (v) Original quotation containing description, detail specification, quantity, price for the items of steel furniture and equipment proposed to be purchased;
  - (vi) An undertaking to bear the liability in case the proposal exceeds the extent of assistance mentioned at Clause 5 above;
  - (vii) A photograph of children section/women section/senior citizen section/neo-literate section already exists.
- (b) IN CASE OF GOVERNMENT/STATE AUTONOMOUS BODY/LOCAL BODY:
- (i) Original quotation containing description, detail specification, quantity, price for the items of steel furniture and equipment proposed to be purchased;
  - (ii) An undertaking to bear the liability in case the proposal exceeds the extent of assistance mentioned at Clause 5 above;
  - (iii) A photograph of children section/women section/senior citizen section/neo-literate section already exists.

9. Convener, State Library Committee/State Library Planning Committee of the concerned State/Union Territory Administration will scrutinize the applications in the light of the clause 8(a) and (b), as the case may be, and will forward them with such recommendation as he may deem fit.

### **CONDITIONS OF GRANT**

10. Once the items alongwith the estimate have been approved and grant assessed on the basis of these estimates, no further modification will be permitted.

11. (a) 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 stamped pre-receipt and other documents laid down in the sanction letter.

(b) On receipt of the relevant documents mentioned above alongwith the stamped pre-receipt, the RRRLF will release the grant by account payee cheque directly to the grantee institutions/organizations/libraries.

12. Expenditure prior to receipt of the sanction order will not be computed towards utilization of the grant.

13. 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.

14. 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.

15. 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.

16. In case of non-utilization of grant, the grantee institutions/organizations/libraries shall be liable to refund the utilized grant to the RRRLF.

17. The organization must exercise reasonable economy in the working of the approved project proposal.

(a) All the assets created with the grant must be publicly displayed with rubber stamp/painting as under-**Purchased with the assistance of "Raja Rammohun Roy Library Foundation, Kolkata"**.

18. 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.

19. The grant is to be utilized within six (6) months from the date of receipt of the grant money.

## **SUBMISSION OF DOCUMENTS AFTER UTILIZATION OF THE GRANT.**

### **20. A. IN CASE OF NON-GOVERNMENT ORGANISATIONS/ SPONSORED LIBRARY/ ORGANISATION AND JAWAHAR BAL BHAVAN (JBB) ETC.**

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

- (a) Utilization Certificate in the prescribed format, duly signed by the organization, and countersigned by a Chartered Accountant/Government Auditor.
- (b) Audited Receipts and Payments Accounts, Income and Expenditure Accounts and Balance Sheet of the organization as a whole with an Audit Report from a Chartered Accountant or a Government Auditor for the year in which the grant was utilized.

- (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) GFR-19, duly filled in which seal and signature.

**20.B. IN CASE OF GOVERNMENT ORGANISATION/STATE  
AUTONOMOUS BODY/LOCAL BODY**

- (a) Utilization 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, specifying the period, duly signed by the Drawing and Disbursing Officer, of the organization with office seal;
- (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;
- (e) Stock Entry Certificate of the furniture and equipment purchased;
- (f) GFR-19 duly filled in with seal and signature.
- (g) Xerox copy of the purchase voucher(s) containing 'passed for payment order' with distinct office seal and signature in English or Hindi (official language).

**APPLICATION FOR GRANTS UNDER THE NON-MATCHING  
SCHEME OF FINANCIAL ASSISTANCE TO CHILDREN'S  
LIBRARIES OR CHILDREN'S SECTION, WOMEN SECTION, SENIOR  
CITIZEN SECTION, NEO-LITERATE SECTION OF GENERAL  
PUBLIC LIBRARIES**

From:

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

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

**Subject:** *Assistance to Children's Libraries or Children's Section, women section, senior citizen section neo-literate section of General Public Libraries.*

**Sir,**

I submit herewith an application in the prescribed form vide Annexure I/ II/ III/ IV/ V & VI grant under "Non Matching Scheme of Financial Assistance to Children's Library or children's section, women section, Senior citizen section, neo-literate section of General Public Libraries". I certified that I have read the Rules and Regulations of the Scheme and I undertake to abide by them. On behalf of Management, I further agree to the following conditions:-

- a) All assets acquired wholly or substantially out of the RRRLF's grant shall not be encumber or disposed of or utilized for purposes other than that for which grant is sanctioned. Should library cease to exist at any time, such properties shall revert to the RRRLF.
- b) The accounts of the scheme shall be reflected in the annual final accounts of organization/institution/library. This shall also be opened to test check by the RRRLF or concerned State Government/UT Administrations.
- c) Utilization Certificate together with the relevant documents as per clause 20A/20B scheme shall be submitted to the RRRLF on completion of the final accounts organization/ institution/library for the year for which it was utilized.
- d) In case of failure to utilize the grant within the stipulated period and to submit required documents in utilizing the grant, I undertake to refund the grant or part there of.

Yours faithfully

Place

Place

Signature of the applicant  
With designation and office seal

Date

\*Strike out which is not applicable.

## **ANNEXURE-1**

### **APPLICATION FOR FINANCIAL ASSISTANCE FOR PURCHASE OF CHILDREN BOOKS AND FURNITURE/EQUIPMENT FOR CHILDREN'S LIBRARIES OR CHILDREN SECTION OF GEERAL PUBLIC LIBRARIES.**

**[All columns are to be filled up by the applicant properly 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/Autonomous Body/Local Body/other organizations, including NGOs for whom assistance is sought for.
3. If Government/State Autonomous Body/Local Body:-
  - a) Give name and address of the Head of the Department
  - 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. Status of the applicant  
(Strike out if it is not applicable)
- Government/State Body/Local Body/  
Registered Non-Government Public Library/  
Library/ Jawahar Bal Bhavan (JBB)  
Autonomous sponsored etc.
- 6.(a) (i) Date of establishment of General Public Library/Date of establishment of Children Library
- (ii) Date of establishment of the children's section of general public library
- (b) Whether the library is located in its own or rented building or rent free accommodation (Floor-wise plinth area be mentioned)
- (c) Whether the library has a reading room facility, if so, the plinth area of the reading room be mentioned
- (d) The Number of persons as may sit together at a time in the reading room to be mentioned:
- (i) General Section
- (ii) Children Section
- (e) Is there a separate section for children?  
If so, mentioned the Plinth area.
- (f) Average number of reader and borrowers per day :
- Readers:
- Borrowers:
- (g) List of Furniture already available in the children's library or children's section of general public library
- (h) Total plinth area of the Children Section.
- General Sec.      Children Sec.

7. (i) Total number of the periodicals and magazines in stock
- (a) Children's Section
- (b) Others
- (ii) Total number of the periodicals and magazines in stock
- (a) Children's Section
- (b) Others
- (iii) Total number of the children members in the library.
8. (a) Whether any grant has been received from any other source for the said purpose, if so, give particulars year wise.
- (b) Whether any grant is received from the RRRLF, since 1987-88 under this scheme, if so, sanction letter number with date shall be mentioned

9. **Particulars of the grant applied for with estimates.**  
(Extent of assistance is limited to Rs.25000/- in which 60% is to be spent for purchase of children books)

**NOTE: PROPOSAL FOR PURCHASE OF FURNITURE/ EQUIPMENT ONLY WILL NOT BE ENTERTAINED.**

- (a)(i) Children Book Rs.  
(Children Books shall be Rs. 15000/- net)
- (ii) Maps, Charts, Globes, Education Toys for Children Rs.
- (b) Purchase of Display Board, Steel Almirah/Steel Rack/Steel Book Case/ Steel Reading Table, Fibre Arm Chairs for Children. Rs.

(Original Quotation containing description, detail specification, quantity, price shall be attached.)

(c) Purchase of audio-visual materials for educational purpose viz. TV, Tape Recorder, Educational Audio Cassettes (Original Quotation containing makes, model number, price quantity shall be attached) Rs.

**Total [(a)(i)+(a)(ii)+(b)+(C)] shall not exceed Rs . 25000/-** Rs.

### **DECLARATION**

On the behalf of the Children's Library/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 account payee cheque may be drawn in favour of ".....".

Signature of the applicant  
With designation and office seal

Place:  
Date:

**NOTE: Original quotation for items of steel furniture proposed to be purchased should be enclosed.**

## ANNEXURE II

### **APPLICATION FOR FINANCIAL ASSISTANCE FOR WOMEN SECTION OF GENERAL PUBLIC LIBRARIES OR TO OPEN SEPARATE WOMEN SECTION IN THE GENERAL PUBLIC LIBRARIES.**

[All columns are to be filled up by the applicant properly 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/Autonomous Body/ Local Body/Other Organizations, including NGOs for whom assistance is sought for.
3. If Government/State Autonomous Body/Local Body:-
  - c) Give name and address of the Head of the Department.
  - d) 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. Status of the applicant (Strike out if it is not applicable)

Government State Autonomous Body/ Local Body/ Registered Non-government public Library/ Sponsored Library
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6.(a) Date of establishment of General Public Library.

(b) Whether the library is located in its own or rented building or rent free accommodation (floor-wise plinth area be mentioned)

(c) Whether the library has a reading room facility, if so, the plinth area of the reading room be mentioned

(d) The Number of persons as may sit together at a time in the reading room to be mentioned:

(i) General Section

(ii) Women Section

(e) a) Whether any cubicle can be provided for women section separately within the existing library building, if so, plinth area to be mentioned

b) Number of women may sit together at a time for reading purpose in the said cubicle.

(f) a) Whether the library has separate section for women, if so, the date of establishment of the women section of the library.

b) Proposed date of establishment of women section in General Public Library.

c) Expected women readers would be available.

(g) Average number of readers and borrowers per day:

Readers:

General Sec.      Women Sec.

Borrowers:

(h) List of furniture already available in the women section of general public library.

(i) Total plinth area of the Women Section.

7. (i) Total number of books in stock

(a) Women Section

(b) Others

(ii) Total number of the periodicals and magazines in stock

(a) Women Section

(b) Others

(iii) Total number of the women members in the library.

8. (a) Whether any grant has been received from any other source for the said purpose, if so, give particulars year wise.

(b) Whether any grant is received from the RRRLF, since 1987-88 under this scheme, if so, sanction letter number with date shall be mentioned

9. **Particulars of the grant applied for with estimates.**

(Extent of assistance is limited to Rs.20000/- in which 60% is to be spent for purchase of books for the women folk)

**NOTE: PROPOSAL FOR PURCHASE OF FURNITURE/EQUIPMENT ONLY WILL NOT BE ENTERTAINED.**

(a) Purchase of books for women Rs.  
(proposal for purchase of books for women shall not be less than Rs.12,000/-

(b) Purchase of Display Board, Steel Rs.  
Almirah/Steel Rack/Steel Book Case/  
Steel Reading Table, Fiber Arm Chairs  
for women. (Original Quotation

containing description, detail specification, quantity, price shall be attached estimates shall not be exceed Rs.8,000/-)

**Total [(a)+(b)] shall not exceed Rs. Rs.20,000/-**

## **DECLARATION**

On the 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 account payee cheque may be drawn in favour of “.....”.

Signature of the applicant  
With designation and office seal

Place:  
Date:

**NOTE: Original quotation for items of steel furniture proposed to be purchased should be enclosed.**

## ANNEXURE III

### **APPLICATION FOR FINCIAL ASSISTANCE FOR SENIOR CITIZEN SECTION OF GENERAL PUBLIC LIBRARIES OR TO OPEN SEPARATE SENIOR CITIZEN SECTION IN THE GENERAL PUBLIC LIBRARIES.**

**[All columns are to be filled up by the applicant properly in English or Hindi (official language) in capital litters]**

1. Name and address of the applicant (as per Society Registration Certificate, where applicable)
2. Name of the Library run by the Government/Autonomous Body/ Local Body/Other Organizations, including NGOs for whom assistance is sought for.
3. If Government/State Autonomous Body/ Local Body:-
  - a) Give name and address of the head of the Department.
  - b) Designation of Drawing and Disbursing Officer (DDO) responsible to received 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. Status of the applicant (Strike out if it is not applicable)      Government/State      **Autonomous**  
Body/ Local Body/ Registered Non-  
Government Public Library/  
Sponsored Library
- 6.(a) Date of establishment of General Public Library/date of establishment of senior citizen section of the Library
- (b) Whether the library is located in its own or rented building or rent free accommodation (floor-wise plinth area be mentioned)
- (c) Whether the library has a reading room facility, if so, the plinth area of the reading room be mentioned
- (d) The Number of persons as may sit together at a time in the reading room to be mentioned:
- (i) General Section
- (ii) Senior Citizen Section
- (e) a) Whether any cubicle can be provided for senior citizen section separately within the existing library building, if so, plinth area to be mentioned.
- b) Number of senior citizen may sit together at a time for reading purpose in the said cubicle.
- (f) a) Whether the library has separate section for senior citizen, if so, the date of establishment of the senior citizen section of the library.
- b) Proposed date of establishment of senior citizen section in General Public Library.

c) Expected senior citizen readers would be available.

- (g) Average number of readers and borrowers per day :

General Sec. Sr. Citizen Sec.

Readers:

Borrowers:

- (h) List of furniture already available in the senior Citizen section of general public library.
- (i) Total plinth area of the Senior Citizen Section.

7. (i) Total number of books in stock

(a) Senior Citizen Section

(b) Others

(ii) Total number of the periodicals and magazines in stock

(a) Senior Citizen Section

(b) Others

(iii) Total number of the Senior citizen members in the library.

8. (a) Whether any grant has been received from any other source for the said purpose, if so, give particulars year wise.

(b) Whether any grant is received from the RRRLF, since 1987-88 under this scheme, if so, sanction letter number with date shall be mentioned

9. **Particulars of the grant applied for with estimates.**

(Extent of assistance is limited to Rs. 15000/- in which 60% is to be spent for purchase of senior citizen books)

**NOTE: PROPOSAL FOR PURCHASE OF FURNITURE/EQUIPMENT ONLY WILL NOT BE ENTERTAINED.**

a) Purchase of books for senior citizen. Rs.  
(Proposal for purchase of books for senior citizen shall not be less than Rs. 9000/-)

b) Purchase of Display Board, Steel Almira/Steel Rack/Steel Book Case/ Steel Reading Table, Fibre Arm Chairs for Senior Citizen (Original Quotation containing description, detail, quantity, price shall not exceed Rs.6000/-). Rs.

**Total [(a)+(b)] shall not exceed Rs.15000** Rs.

**DECLARATION**

On the 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 account payee cheque may be drawn in favour of “.....”.

Signature of the applicant  
With designation and office seal

Place:  
Date:

**NOTE: Original quotation for items of steel furniture proposed to be purchased should be enclosed.**

## ANNEXURE-IV

### APPLICATION FOR FINANCIAL ASSISTANCE FOR NEO-LITERATE SECTION OF GENERAL PUBLIC LIBRARIES OR TO OPEN SEPARATE NEO-LITERATE SECTION IN THE GENERAL PUBLIC LIBRARIES

[All columns are to be filled up by the applicant properly 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/Autonomous Body/ Local Body/Other Organisation, including NGOs for whom assistance is sought for.
3. If Government/State Autonomous Body/ Local Body:-
  - (a) Give name and address of the Head of the Department.
  - (b) Designation of Drawing and Disbursing Officer (DDO) responsible to receive assistance and submit Utilisation 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. Status of the applicant (Strike out if it is not applicable)

Government/State	Autonomous
Body/Local Body/	Registered Non-
government Public Library/	Sponsored
Library.	

- 6.(a) Date of establishment of General Public Library/Date of establishment of Neo-Literate Section of the Library
- (b) Whether the library is located in its own or rented building or rent free accommodation (floor-wise plinth area be mentioned)
- (c) Whether the library has a reading room facility, if so, the plinth area of the reading room be mentioned
- (d) The Number of persons as may sit together at a time in the reading room to be mentioned:
- (i) General Section
- (ii) Neo-Literate Section
- (e) a) Whether any cubicle can be provided for Neo-Literates section separately within the existing library building, if so, plinth area to be mentioned
- b) Number of Neo-Literates may sit together at a time for reading purpose in the said cubicle.
- (f) a) Whether the library has separate section for Neo-Literates, if so, the date of establishment of the Neo-Literate section of the library.
- b) Proposed date of establishment of Neo-Literate section in General Public Library.
- c) Expected Neo-Literate readers would be available.
- (g) Average number of readers and borrowers per day:

Readers:

General Sec. Neo-Literate Sec.

Borrowers:

- (h) List of furniture already available in the Neo-Literate section of general public library.
- (i) Total plinth area of the Neo-Literate Section.

7. (i) Total number of books in stock

(a) Neo-Literate Section

(b) Others

(ii) Total number of the periodicals and magazines in stock

(a) Neo-Literate

(b) Others

(iii) Total number of the Neo- Literate members in the library.

8. (a) Whether any grant has been received from any other sources for the said purpose, if so, give particulars year wise.

(b) Whether any grant is received from the RRRLF, since 1987-88 under this scheme, if so, sanction letter number with date shall be mentioned.

9. **Particulars of the grant applied for with estimates.**

(Extent of assistance is limited to Rs.10000/- in which 60% is to be spent for purchase of Neo-Literate literature published by National Literacy Mission, State Literacy Missions and State Resource Centres).

**NOTE: PROPOSAL FOR PURCHASE OF FURNITURE/ EQUIPMENT ONLY WILL NOT BE ENTERTAINED.**

a) Purchase of books for Neo- Literates.  
(Proposal for purchase of books for Neo-Literate shall not be less than Rs.6000/-)

Rs.

b) Purchase of Display Board, Steel Rs.  
Almirah/Steel Rack/Steel Book Case/  
Steel Reading Table, Fibre Arm Chairs for  
Neo-Literate. (Original Quotation  
containing description, detail, quantity,  
price shall not exceed Rs.4000/-).

**Total [(a)+(b)] shall not exceed Rs.  
Rs.10,000/-**

## **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 account payee cheque may be drawn in favour of “.....”.

Signature of the applicant  
With designation and office seal

Place:  
Date:

**Enco: Original quotation for items of steel furniture proposed to be purchased should be enclosed.**

## ANNEXURE-V

LIST OF ENCLOSURES ATTACHED:-

<b>A. IN CASE OF NON-GOVERNMENT REGISTERED ORGANISATION/ SPONSORED LIBRARY/JBB</b>	<b>IN CASE OF GOVERNMENT/ STATE AUTONOMOUS BODY/ LOCAL BODY</b>
<p>(i) Copy of the society Registration Certificate/Trust Deed/ Sponsorship Certificate</p> <p>(ii) Copy of the Constitution/ Memorandum of Association</p> <p>(iii) Latest Annual Report</p> <p>(iv) Audited Annual account viz. Receipts and Payments Accounts, Income and Expenditure Accounts and Balance sheet alongwith the audit report from a Chartered Accountant or a Government Auditor of the organization/ institution/ library as a whole of the preceding year.</p> <p>(v) Original quotation for items of steel furniture and equipment proposed to be purchased containing description, specification (length, breadth, height and gauge), quantity, price and in case of TV and Tape-recorder, make, model no., price in English or in Hindi (official language).</p> <p>(vi) An Undertaking to bear the liability in case the proposal exceeds the extent of assistance, item-wise, mentioned in the Rules.</p> <p>(vii) A photograph of the Children/ Women/ Senior Citizen/ Neo/Literate Section already exist.</p>	<p>(i) Original quotation for items of steel furniture and equipment proposed to be purchased containing description, specification (length, Breadth, height and gauge). Quantity, price and in case of TV and Tape-recorder, make, model no. Price in English or in Hindi (official language)</p> <p>(ii) An Undertaking to bear the liability in case the proposal exceeds the extent of assistance item-wise mentioned in the Rules.</p> <p>(iii) A photograph of the Children/ Women/ Senior Citizen/ Neo-Literate Sectional already exist.</p>

Place:

Signature of the applicant with  
Designation and office seal

Date:



**ANNEXURE-VI**

**TO BE USED BY THE CONVENER, STATE LIBRARY COMMITTEE**

**RECOMMENDATION**

This is to certify that (name of the library in capital letters)

.....  
A Children's Library/General Public Library having children section/women section/ senior citizen section/neo-literate section deserves assistance from the RRRLF for its development. Besides, the library authority desires to open women section/ senior citizen section/neo-literate section separately within the existing library building. The amount of assistance recommended is Rs.....  
(Rupees.....)

Place:

Date:

Signature  
Name & Designation of  
The Convener, SLC/SLPC  
Office seal

\*Strike out which is not applicable