

## **Matching Scheme of Assistance forwards purchase of storage materials, reading room furniture and library equipment like card cabinet, fire extinguisher etc., including copier**

### **Title and Object**

The object of this matching scheme is to render assistance to the libraries in order to equip them with storage materials, reading room furniture and other library equipment. The scheme is known as "Matching Scheme of Assistance towards purchase of storage materials, reading room furniture and library equipment like card cabinet, fire extinguisher etc., including copier.

### **Types of Institutions/Organizations Eligible for Assistance**

1. Assistance under this scheme will be given from the Matching fund to public libraries run or aided by the State Government/U.T. Administration, Local Bodies, local Library authority or registered voluntary organizations.
2. In order to be eligible for financial assistance under the scheme a non-Government institution should be a registered society/trust with the following characteristics:
  - (i) It should have adequate facilities, resources, and personnel etc. to run the library.
  - (ii) Its working should have been found satisfactory by the State Government /U.T. Administration.
  - (iii) It is not run for profit to any individuals.
  - (iv) The Library should be open to all without discrimination.

### **Scope of Assistance**

3. Assistance under the scheme may be given for purchase of racks/almirahs/storage and display equipment/ reading room furniture/card cabinet/fire extinguisher. However, copier will be provided only to State Central/Divisional/District/Sub-Divisional libraries and selected rural libraries, if recommended by the SLC/SLPC.

**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.**

### **Extent of Assistance**

4. The extent of assistance will be as follows:

Rs.20000/- per library per year or  
Rs.50000/- per library two years or  
Rs. 100000/- per library/five years and  
Market price of a copier in case of State central, Divisional/District/Sub-Divisional libraries, if recommended by SLC/SLPC

For a newly construction library one time special grant not exceeding Rs.3.00 lakh will be given on a case to case basis.

### **Procedure for Submission of Application**

5. The RRRLF will not receive direct application for assistance under the scheme. Assistance will be given on the recommendation of the State Library Committee/State Library planning Committee. Libraries desirous of receiving assistance will apply in the prescribed form to the Convener for inclusion of their names in the list of recommended libraries. The convener will send the application in the prescribed form of the recommended libraries to the RRRLF.
1. Each application should be accompanied by the following documents/information:
  - i. In case of Government Department/Institution, Autonomous Organization, the designation of Head of the Department/Head of office.
  - ii. In case of a non-Government Institution/Library Association etc., Constitution of the institution/Memorandum of Association, copy of the latest available annual report, audited annual accounts and Society Registration Certificate.
  - iii. Item-wise details of expenditure and the sources from which counterpart funds will be obtained.
  - iv. Information relating to the grants received, Promised or the requests thereof made, if any, to other bodies.

### **Conditions for Assistance**

2. Grant will be sent to the recommended libraries under intimation to the Convener of the State Library Committee/State Library planning Committee. However the RRRLF may release payment to the supplier through the Convener/Consignee on the basis of bill raised in the name of RRRLF, in case of purchase by the Convener /Consignee centrally.
3. In case of purchase by the Convener /Consignee centrally, the RRRLF, on receipt of recommended applications, will authorize the Convener/Consignee to purchase the materials. On receipt of authorization the Convener/Consignee will place order with a standard firm, preferably a Govt. sponsored

undertaking/concern. (Such as small-scale industries corporation etc. or EPM rate contract.

In case of purchase by an individual library purchase should be made on the basis of lowest quotation received from at least three standard firms.

4. Every article purchased with the assistance from the RRRLF should bear the inscription **“Purchased with the assistance from Raja Rammohun Roy Library Foundation”**
10. The institution/organization shall maintain a record of all assets created wholly or substantially out of the RRRLF’s assistance. The asset so created shall not be disposed of without the prior approval of the RRRLF. Should the library cease to exist at any time the properties acquired with the grant shall be vested with the RRRLF.
11. The project is subject to inspection by an official deputed by the RRRLF or the State Government /U.T. administration.
12. If the RRRLF requires clarification on any point not contained in the statement, the library shall furnish it within the time specified by the RRRLF failing which the application will not be considered.
13. The RRRLF/Government have the right to stop payment of assistance and to recover the earlier grant when the sanctioned money is not utilized for approved purposes.
14. Decision of RRRLF in respect of approval of the project and the amount of assistance shall be final and binding on the grantee institution in all cases.

### **Submission of Documents after Utilisation of Grant**

15. In case of purchase by individual libraries, the grantee library should purchase the item(s) within three months from the date of receipt of the cheque and shall submit Utilization certificate in the prescribed format, duly signed by the library authority and countersigned by Chartered Accountant/Government Auditor to the RRRLF alongwith the copy of the purchase voucher and certificate to the effect that article bears the inscription **“ purchased with the assistance from Raja Rammohun Roy Library Foundation”**.
16. In case of purchase centrally by the Convener/Consignee he shall obtain the stock entry certificates and certificate to the effect that article bears the inscription **“purchased with the assistance from Raja Rammohun Roy Library Foundation”** from the recipient libraries and forward the same to the office of the RRRLF alongwith the final bill from the supplier within six months from the date of release of the Cheque/draft.

17. In case of failure to submit requisite documents in utilizing the grant within a reasonable time without valid reason the grantee institution is liable to refund the entire amount of the grant to the RRRLF.

**Application for grant under the matching Scheme of Assistance towards purchase of storage materials, reading room furniture and library equipment like card cabinet, fire extinguisher., including copier**

From :

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

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

**Subject : Assistance forwards purchase of storage materials, reading room furniture and library equipment like card cabinet, fire extinguisher etc., including copier**

**Sir,**

I submit herewith an application vide Annexure-1 for a grant under the Matching Scheme of Assistance forwards purchase of storage materials, reading room furniture and library equipment like card cabinet, fire extinguisher etc., and I undertake to abide by them . On behalf of the management . I futher agree to the following conditions:

- a) All the assets acquired wholly or substantially out of the RRRLF's grant shall not be encumbered or disposed of or utilized for purposes other than that for which grant is

given . Should the library cease to exist at any time. Such properties shall revert to the RRRLF.

- b) The accounts of the project shall be properly and specifically reflected in the final accounts of the library. This shall also be open the test check by the RRRLF or the State Government /U.T. Administration.
- c) The organization undertakes to meet the balance of the estimated expenditure of the project/proposal.
- d) The present application from duly filled in is enclosed together with the required documents.
- e) In case of failure to submit requisite documents in utilizing the grant within the stipulated period, the library shall be liable to refund the entire amount of the grant.

Yours  
faithfully;

Place :

Date :

Signature of the applicant  
With designation and office seal

### **Annexure-1**

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

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

1. B postal address of the applicant:

- i. Name of the Street/Row/Lance with premises no. if any
  - ii. Village/Town, Via
  - iii. Post Office
  - iv. District
  - v. State
  - vi. Name of Nearest Railway Station
  - vii. pin code No.
  - viii. STD Code No., Telephone No. (Route direction to reach the organization to be attached in separate sheet)
2. Nature of the institution/organization (Tick the appropriate)
 

|  |  |
|--|--|
|  | Govt./Aided/Private/Sponsored/Run by Local Body or LLA or Notified area Authority/ non-Govt. |
|--|--|
  3. (a) If Government, mentioned the Head of Department and Head of Office
 

(b) If aided, whether it is a registered body. (If so, please quote the Society Registration No. and date and attach Xerox copy of Society Registration Certificate):
  4. Managing Committee –Names and address of the members  
(Separate sheet be attached)
  5. Particulars of staff with designation:
  6. Source of income – Grant from Govts. (Central and State), donation from public, Subscription from public, subscription from members etc.:
  7. Average monthly expenditure
  8. Average No. of readers and borrowers per month

9. Total no. of books and periodicals: (a) Books  
(b) Periodicals

10 Stock of Almirah and Racks:

- (a) No. of Almirah
- (ii) No. of Racks

11. Whether any grant is received from any other source for the same purpose, if so, give particular:

12. Particulars of furniture required to be purchased:

- (i) Type of Almirah/Rack/Cupboard (Steel or wooden)
- (ii) Size of Almirah /Rack/Cupboard (length, breath, height and no.of shelves)

(iii) Estimated cost (Attach catalogue/quotation from standard firm/supplier):

(iv) Assistance sought for:  
(Maximum assistance will be limited to provision at Clause 4 of the Rules & Regulations)

(v) Balance amount, if any, (the source from which balance amount will be incurred to be specifically stated.):

13. Whether any grant is received from RRRLF under this scheme. If yes, sanction letter be mentioned: Yes/No

#### 14. Declaration

On behalf of the institution /organization I solemnly declare that the particular furnished above are true. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them. The Cheque may be drawn in favour of

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**List of Enclosures:**

- (i) Constitution/Memorandum of Association of the organization
- (ii) Copy of the Society Registration Certificate
- (iii) Latest available Annual Report
- (iv) Latest available Audited Accounts
- (v) Item-wise details of estimated expenditure
- (vi) Detail description of the project with justification

Place:

Date:

Signature of the applicant  
with designation and  
office seal

**15. Recommendation**

This is to certify that the project/proposal is useful for improvement of library services in the State/U.T. and deserves assistance from of the RRRLF, The amount of assistance recommended Rs. .... (Rupees .....) only from the matching fund which have been approved in State library Committee/State Library Planning Committee Meeting held on .....

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

Place:

Date :