

# **Matching Scheme of Assistance towards Organisation of Seminars, Workshops, Training Courses (Orientation/Refresher), Book Exhibitions and Library Awareness Programmes**

## **Title and Object**

The RRRLF has recognized the fact that the content and quality of library service need regular evaluation and improvement with the changing needs of the society. To cater to this requirement the RRRLF has adopted this scheme. This is a Matching Scheme.

This scheme is known as “Matching Scheme of Assistance towards Organisation of Seminars, Workshop, Training Courses (Orientation/Refresher) Book Exhibitions and Library Awareness Programmes”.

## **Type of Institutions/Organisations Eligible for Assistance**

1. Financial assistance under this scheme will be given from the Matching fund to the State Government/U.T. Administration Department/Directorate in-charge of library services, the State Central Library, the State Library Associations and institutions imparting training in library and information science.
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 the necessary facilities, resources, personnel and experience to initiate the project/ proposal for which the grant is required.
  - (ii) Its working should have been found satisfactory by the State Government/U.T. Administration.
  - (iii) It is not run for profit to any individual or a body of individuals.
  - (iv) The library should be open to all without discrimination.

## **Scope of Assistance**

3. Assistance under the scheme will be given for :
  - (i) Holding of State level seminars and workshops:
  - (ii) Running of training courses (orientation/refresher courses of adhoc nature):
  - (iii) Organisation of book exhibitions and
  - (iv) Organisation of Awareness Programmes

**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.**

4. Financial assistance will be given to a maximum amount of Rs.1.00 lakh on the approved estimated expenditure on the items mentioned at 3(i). In case of items mentioned at 3(ii), 3(iii) & 3(iv) the maximum extent of assistance will be limit of Rs.1.00 lakh or Rs.50,000/-, whichever the case may be, shall be borne by the organization

### **Procedure of submission of Applications**

5. Applications will be received only through the Convener of State Library Committee/State Library Planning Committee and with its recommendations.
6. Applications in the prescribed form complete in all respect together with relevant documents should be submitted to Convener of State Library Committee/State Library Planning Committee.
7. The State Government/U.T. Administration or the State Library Committee/State Library Planning Committee will scrutinize the application and will forward it with such recommendation as they may deem fit, in the prescribed form.
8. Each application should be accompanied by the following documents/information and should reach the RRRLF two months before the programme takes place.
  - (i) In case of Government Department/Institution, Autonomous Organisation, the designation of the Department/Head of Office sponsoring project/proposal
  - (ii) In case of a non-Government Institution/Library Association, **Constitution of the organization/Memorandum of Association, copy of the latest available annual report, audited annual accounts and Society Registration Certificate.**
  - (iii) A detailed description of the project/proposal for which assistance is requested alongwith its duration, time, venue, names of resource persons and the theme of the seminar.
  - (iv) Financial statement of the project/proposal giving item-wise details of expenditure and the sources from which counterpart funds will be obtained.
  - (v) Information relation to the grants received, promised or the requests thereof made, if any, to other bodies.

### **Conditions for Assistance**

9. The grant will be released with the sanction of the project.
10. An institution/organization in receipt of financial assistance shall be open to inspection by an officer deputed by the RRLF or the State Government/U.T. Administration.

11. The accounts of the project shall be maintained properly and separately and be submitted as and when required.
12. Once the project and estimates have been approved and grant assessed on the basis of these estimates they shall not be modified by the institution without prior approval of the RRRLF.
13. Expenditure prior to receipt of the sanction order will not be computed towards utilization of the grant.
14. The RRRLF reserves the right to depute two representatives to attend the seminar/conference etc., as participants without any registration fee.
15. If the RRRLF requires clarification on any point not contained in the statements, the institution/Organisation shall furnish it within the time specified by the RRRLF failing which the application will not be considered.
16. When the RRRLF/State Government/U.T. Administration have reasons to believe that the sanctioned money is not being utilized for approved purposes, the payment of assistance shall be stopped and the earlier assistance shall be recovered.
17. Decision of the RRRLF in respect of approval of the project/proposal and the amount of assistance shall be final and binding on the grantee institution in all cases.

### **Submission of Documents after Utilizations of Grant**

18. **In case of non-Government organizations,** the grantee organization/institution shall submit to the RRRLF utilization certificate in the prescribed format duly signed by the organization countersigned by Chartered Accountant/Government Auditor together with an audited statements of accounts of the grant within three months from the date of completion of the project alongwith copies of papers submitted in the seminar/workshop, two copes of publication, if any, and a report of the project alongwith photograph of the event.

**In case of Government organization, the grantee organization shall submit to the RRRLF utilization certificate in the prescribed format and statement of expenditure duly signed by the Drawing and Disbursing Officer and Countersigned by the Head of the Office within three months from the date of completion of the project alongwith copies of papers submitted in the Seminar/Workshop, two copies of publication if any, and a report of the project alongwith photograph of the event.**

19. In case of failure to submit requisite documents in utilizing the grant within the stipulate 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 ORGANISATION OF SEMINARS, WORKSHOPS, TRAINING COURSES (ORIENTATION/REFRESHER), BOOK EXHIBITIONS AND LIBRARY AWARENESS PROGRAMMES**

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 towards organization of Seminars, Workshops, Training Courses, (Orientation/Refresher), Book Exhibitions and Library Awareness Programmes**

Sir,

I submit herewith an application vide Annexure-1 for a grant under the scheme. "Matching scheme of Assistance towards organization of Seminars, Workshops, training Courses, (Orientation/Refresher), Book Exhibitions and Library Awareness Programmes". 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 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 to 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 Scheme.
- (d) The present application form 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 institution is liable to refund the entire amount of the grant to the RRRLF.

Yours faithfully,

Place:

Date:

Signature of the applicant  
with his 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/Lane 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 Station

(Route direction to reach the organization to be attached in separate sheet)

2. Nature of the institution/organization (Tick the appropriate)

Govt./Aided/sponsored/Run by Local Body or LLA or Notified Area Authority/ Non-Govt.

3. If Government, give the name and address of Head of the department and Head of Office:

4. If aided, mention the source of aid and amount of recurring aid:

5. If a society or a trust, mention the date of registration:

(A copy of the Memorandum of Association/Constitution with particulars of Present members and a copy of the latest annual report, latest audited accounts alongwith Xerox copy of

Registration Certificate is to be enclosed.)

6. Particulars for seminars, workshops, training courses book exhibition and awareness programs
  - (i) Description of the project/proposal (with the details of the place, time, subject, objectives, synopsis of syllabus, number of books to be displayed, as the case may be and number of beneficiaries)
  - (ii) Duration of seminar/workshop/ training course/ book exhibition/ awareness programmes (Specific date (s) and be mentioned)
  - (iii) Name and qualification of resource persons/guides/teachers;
  - (iv) Number of delegates/ participants:
  - (v) Whether T.A. D.A. will be paid, if so, to whom and for how many days and at what rates:
7. Estimates of expenditure of the project/proposal (give item-wise details of expenditure):
8. Whether the institution/organization is in a position to meet the balance amount of estimate in excess of financial limit of assistance if the grant is sanctioned:
9. Whether any grant is received from the RRRLF under this scheme. If yes, give sanction letter No. & date:

**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.

**10. 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 cheque may be drawn in favour of

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Place:

Signature of the applicant  
with designation and  
office seal

Date:

**11. Recommendation**

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

Place:

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

Date :