

Non-matching Scheme of Financial Assistance to Public Libraries towards celebration of golden jubilee year/platinum jubilee year/Centenary year/125 year/150 year/175 year and the like.

Title and Object

1. The Scheme will be known as Non-matching Scheme of financial assistance to Public Libraries towards organization of celebration golden jubilee year /platinum jubilee year/ Centenary year/125 year/150 year/175 year and the like. It is a non-matching scheme.

The objective of the scheme is to render financial support towards organization of celebration of golden jubilee year/platinum jubilee year/Centenary year/125 year/150 year/175 year 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 of libraries will be eligible for assistance under the scheme:

- (a) A government/managed/sponsored library;
- (b) An aided/registered library;
- (c) 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 providing public library services registered under an Act or a 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 years/75 years/100 years/125 years/150 years/175 year or more.
- (ii) It should have properly constituted managing body
- (iii) It should have adequate facility, resources and personnel to run the library
- (i) Library should be open to all without discrimination
- (ii) Library should maintain proper audited accounts viz. receipts & Payments Accounts, Income and Expenditure Accounts and Balance Sheet.

Scope of Assistance

3. Assistance may be given towards the celebration of celebration golden jubilee year/platinum jubilee year/Centenary year/125 year/150 year/175 year and the like for the following purposes:

- (i) Organisation of seminars/workshops befitting the occasion for a maximum amount of Rs.5000/-

- (ii) The purpose of books, (including 10% books binding)/steel furniture for a maximum amount of Rs.10000/-;

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

(c) Steel Furniture will include Almirah, rack, Display Board, reading Room Table, Reading Room Chair and catalogue card cabinet.

- (iii) Renovation of library building by means of painting, white washing, repairing etc., for a maximum amount of Rs.30000/-;
- (iv) Organisation of cultural function, debate, essay competition on a topic of library movement, national integration etc., for a maximum amount of Rs.5000/-
- (v) Publishing a golden/platinum/centenary volume of educational and cultural value but not a souvenir for a maximum amount of Rs.7500/-
- (vi) Giving award in cash or kind to the staff of the library as a marked of dedication, efficiency and trustworthiness for a maximum amount of Rs.2000/- for four (4) persons.

Extent of Assistance

4. Financial assistance will be given to a maximum amount of Rs.50000/- for items as mentioned in Clause 3 above.

Procedure for submission of application

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

Application from the Central Govt. Organisation/Institutions complete in all respect will be received directly by the Foundation.

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

(ii) The Convener of the State Library Committee shall forward applications with such recommendations as they deemed fit in the prescribed form.

(iii) If the Foundation requires clarification on any point not contained on the statements, the organisation/institution shall furnish it within the time specified by the Foundation failing which the applications will not be considered.

Conditions of Grant

6. The grant will be released in one installment 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.
- (ii) Resolution of the organizations/institutions towards acceptance of terms and conditions in case of non-Govt. organisation/state autonomous body/local body;
- (iii) An Undertaking to the effect that the organizations abide by the terms and conditions of the grant laid down in the sanctioned letter;
- (iv) Stamped pre-receipt for the amount.

Note: The cost of non-judicial stamped paper should 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 Foundation or concerned State govt./UT Administration.

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

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 given without prior sanction of the Foundation. Should the organization cease to exist at a time, properties created with the grant shall revert to the Foundation.

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

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

12. In case of non-utilisation of the grant, the grantee institution/organization shall be liable to refund the unutilized grant alongwith the interest @ 6% per annum to the Foundation.

13. Expenditure prior to receipt of the grant money will not be computed 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 displayed as under:

“Repair/Renovation of the 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 year or years in which the grant was utilized:

(A) In Case of non-govt. institutions/organisations

(i) Utilisation Certificate in the prescribed format duly signed by the organization and counter signed by the Chartered Accountant/Govt. 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/Govt. Auditor.

(iii) 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;

(iv) List of furniture purchased with description, specification (length, breadth, height and gauge), quantity and value with the seal and signature of the organization/institution.

(v) Sock Entry Certificate of the furniture purchased;

(vi) Completion Certificate in respect of renovation/repair of the library building from PWD Engineer/architect, duly countersigned by the organization.

(vii) A report in respect of the seminar/workshop and cultural function undertaking by the organization/institution;

(viii) A copy of the seminar paper and printed golden/platinum/centenary volume.

(ix) List of books bounded containing accession number, name of title and cost of binding of each book.

(B) In case of Government/State Autonomous/Local Organization:

(i) Utilisation Certificate in the prescribed format, duly signed by the Drawing and Disbursing Officer, countersigned by the lical 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, specification (length, breadth, height and gauge) quantity and value with seal and signature of the recipient library;
- (iii) Stock Entry Certificate of the furnished purchased from the recipient library;
- (iv) A report in respect of seminar/workshop and cultural function undertaken by the organization/institution;
- (v) A copy of the seminar paper and printed golden/platinum/centenary volume.
- (vi) List of books bounded containing accession number, name of title and cost of binding of each book.

APPLICATION FOR GRANT UNDER THE FOUNDATION'S NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TO LIBRARIES TOWARDS CELEBRATION OF GOLDEN JUBILEE YEAR/PLATINIM JUBILEE YEAR/CENTENARY YEAR/125 YEAR/150 YEAR/175 YEAR AND LIKE

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

Sub: Assistance to Libraries towards Celebration of Golden Jubilee Year/Platinum Jubille Year/Centenary Year/125 Year/150 Year/175 Year and like.

Sir,

I submit herewith an application vide Annexure-I for a grant under the scheme, "Non-matching Scheme of Financial Assistance to Libraries towards Celebration of Golden Jubilee Year/Platinum Jubilee Year/Centenary Year/125 Year/150 Year/175 Year and like". 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 grant shall not be encumbered or disposed of or utilized for purposes other than that those for which grant is given. Should the library cease to exist at any time, such properties shall revert to the Foundation;
- (b) The accounts of the scheme shall be properly and specifically reflected in the final accounts of the library. This shall also be open to test check by the Foundation;
- (c) Utilisation Certificate will be submitted to the Foundation 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) In case of failure to utilize the grant within the stipulated period and to submit requisite documents in utilizing the grant, I undertake to refund the grant or part thereof with ⁵ interest from the date of receipt of the grant.

Yours faithfully,

Signature of the
applicant
With his designation office seal

Place:
Date:

ANNEXURE-I

1. Name & Address of the applicant in Capital Letter (as per Registration Certificate where applicable)

2. Name of the Library run by the Government/Municipality/other organisations, including NGOs:

3. If Government/State Autonomous Body/Local Body,
 - (a) give the name and address of the head of the Department and head of office

 - (b) Designation of Drawing and Disbursing Officer 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 Celebration of Golden Jubilee
Year/Platinum Year/Centenary
(Strike out which is not applicable)
(b) Mention the probable date with detailed programme of Year/125 Year/150 Year/175 year
the celebration
(if needed, separate sheet be attached)

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:
Readers:
Periodicals:

10. Average no. of readers and borrowers per day

11. Source of income – grant from government (Central and State), 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.5000/- detailed estimate to be attached.
(b) Purchase of books (including 10% books binding)/steel furniture for a maximum amount of Rs.10000/-. Estimates/quotation to be attached.

Rs.

Rs.

Furniture Rs.

- (c) Renovation of the library building by means of painting, white washing and repairing etc., for a maximum amount of Rs.30000/-. (Detailed estimates from the PWD Engineer/Architect having certification that the estimates have been prepared as per prevailing PWD/CPWD Schedules of rates to be attached.)

- (i) Books
(ii) Binding
(iii) Steel

- (d) Organisation of cultural function, debate, essay competition on a topic of library movement, national integration etc., for a maximum amount of Rs.5000/-. Estimates to be attached.
- (e) Publishing golden/platinum/centenary volume of educational and cultural value but not a souvenir for a maximum amount of Rs.7500/- (detailed estimates to be attached.)
- (f) 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.2000/- for four (4) persons.

Grand total [(a) to (f)] shall not exceed Rs.50000/-

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

LIST OF ENCLOSURES TO BE ATTACHED: -

A. IN CASE OF NON-GOVERNMENT ORGANISATION	IN CASE OF GOVERNMENT ORGANISATION
<p>(a) Copy of the society Registration Certificate/Trust Deed/Sponsorship Certificate</p> <p>(b) Copy of the Constitution/Memorandum of Association</p> <p>(c) First Printed Annual Report/Documentary evidence towards date of establishment of the library.</p> <p>(d) Available latest Annual Report</p> <p>(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.</p> <p>(f) Original quotation for items of steel furniture proposed to be purchased containing description, specification, quantity and price.</p> <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>	<p>(a) Details of the programme together with the probable date of celebration</p> <p>(b) First printed Annual Report/Documentary evidence towards date of establishment of the library.</p> <p>(c) Latest Annual Report.</p> <p>(d) Original Quotation for items of steel furniture proposed to be purchased containing description, specification quantity, price etc.</p> <p>(e) An undertaking to bear the liability in excess of the each item of the proposed expenditure, if any.</p>

Signature of the applicant with
His designation and office seal
In English or in Hindi (official language)

Countersigned by the higher
Authority/DDO where applicable.

