

**APPLICATION FOR GRANT-IN-AID UNDER THE MATCHING SCHEME OF  
ASSISTANCE TO LIBRARIES BELOW DISTRICT LEVEL FOR  
INCREASING ACCOMMODATION**

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,  
Calcutta-700064

Sub: Assistance to Libraries below District Level for increasing Accommodation.

Sir,

I submit herewith an application for a grant under the scheme, “ Matching Scheme of Assistance to Libraries below District Level for increasing Accommodation”. 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 assets acquired wholly or substantially out of the Foundation’s grant shall not be encumbered or disposed of or utilized for purposes other than that for which the grant is given. Should the library cease to exist at any time, such properties shall revert to the Foundation, Calcutta.
- b) The accounts of the project shall be properly maintained. They will always be open to check by an officer deputed by the Foundation or the State Government/U.T. Administration. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- c) If the Foundation or the State Government/U.T. Administration have reasons to believe that the grant is not being utilized for approved purposes, the Foundation may stop payment of further instalments and recover earlier grants in such manner as they may decide.
- d) The library will exercise reasonable economy in its working in construction/extension of its building. In case there is any increase in the cost of construction, the library will not approach the Foundation for enhanced and extra expenditure.
- e) The construction/extension of the building will be completed within the stipulated period mentioned in the application.

- f) No change in the approved plan will be made by the library without the prior approval of the Foundation.
- g) On completion of the project, the library will be liable to furnish the Utilisation Certificate and the Audited Statement of A/cs. certified by a Chartered Accountant/Statement of Expenditure duly Certified by the DDO to the Foundation under intimation to the State Government/U.T. Administration alongwith other documents as mentioned at clause 21 of the rules of the scheme.

Yours faithfully,

Signature of the applicant  
With his designation and  
Office seal

**Annexure-1**  
(To be completed by all applicants)

1. Name of the library with full address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Date of establishment of the library : \_\_\_\_\_  
(Xerox copy of the Society Registration  
Certificate/order for adopting the library  
Under sponsorship scheme be attached, if any)
  
3. Where the library is at present housed? : \_\_\_\_\_  
Whether it is in a rented accommodation  
Or in its own building and whether it is a  
Temporary construction or a pucca construction?
  
4. Nature of the library : Govt. / Sponsored / Aided / Run by  
(tick the appropriate) Local Body or LLA or Notified Area  
Authority.
  
5. a) In case of Govt. libraries  
Designation & postal address of the : \_\_\_\_\_  
Head of the Department \_\_\_\_\_  
\_\_\_\_\_
  
- b) In case of other libraries Date of  
Registration under Societies : \_\_\_\_\_  
Registration Certificate be attached)
  
6. Average no. of readers and borrowers per month: \_\_\_\_\_
  
7. The total no. of manuscripts, books and : \_\_\_\_\_  
periodicals available in the library
  
- a) Periodicals: \_\_\_\_\_
  
- b) Books: \_\_\_\_\_
  
- c) Manuscripts: \_\_\_\_\_
  
- d) Other items: \_\_\_\_\_

8. Whether any grant is received for the: Yes / No  
 Construction of building from RRRLF on  
 any earlier occasion.
- If so, particulars of the grant be furnished : \_\_\_\_\_
9. **Particulars of the construction** :
- a) Description of existing building, if any : \_\_\_\_\_
- b) Description of the proposed building, if  
 any : \_\_\_\_\_
- c) Amount of assistance required to  
 complete the construction : \_\_\_\_\_
10. Whether any grant is received from any other : \_\_\_\_\_  
 source for the same purpose, if so give particulars
11. Total estimated expenditure of the proposed  
 Construction ( total estimated expenditure : \_\_\_\_\_  
 Should not exceed Rs.4.00 lakhs)
12. How long it will take to complete the  
 construction (organization must complete the : \_\_\_\_\_  
 construction within two years from the date of  
 receipt of the first installment )
13. (i) Whether the plan for the proposed : \_\_\_\_\_  
 construction is approved by the local  
 body, viz. Corporation, Municipality,  
 Panchayat and Notified Area Authority  
 (if the proposed construction is a part  
 of bigger plan, the portion proposed to  
 be covered under the proposed scheme  
 should be demarcated with RED INK on  
 the body of the plan. Approved plan to be  
 attached).
- (ii) Please, indicate whether the total estimated: \_\_\_\_\_  
 cost of the construction of the building is  
 based on state PWD/CPWD prevailing  
 rates and duly authenticated by a registered  
 firm of architect/ building engineer/  
 PWD/CPWD ( Original estimates to be  
 Attached).

(iii) **In case of proposed construction of the ground floor-**

(a) Total cost of construction upto plinth level : \_\_\_\_\_

(b) Total cost of construction upto roof level : \_\_\_\_\_

© Total cost of the remaining work : \_\_\_\_\_

(iv) **In case of construction for works of other than ground floor-**

(a) The cost of construction upto : \_\_\_\_\_  
linton level

(b) The cost of construction when the : \_\_\_\_\_  
roof has been laid

© The cost of construction of the : \_\_\_\_\_  
remaining work

14. Does the plot of land on which the building is : \_\_\_\_\_  
proposed to be constructed belong to the library?  
Mention the total area of the land with cost  
Thereof (Copy of the deed with English version  
In case the deed is in regional language along  
With a certificate from Government Pleader  
Should be attached)

15. An undertaking to be furnished to the effect : \_\_\_\_\_  
that the organization will bear the cost  
exceeding prescribed limit of Rs.4.00 lakh in  
case estimates are beyond the ceiling of  
Rs.4.00 lakh.

16. **Declaration:**

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

**List of enclosures:**

i) Copy of the Constitution/Memorandum of Association

- ii) Copy of the Society Registration Certificate
- iii) Copy of the English version of the Deed
- iv) Certificate of Government Pleader
- v) Copy of the latest available Annual Report
- vi) Copies for last three years of the Audited Accounts
- vii) Approved/sanctioned plan of the proposed building
- viii) Estimate for the construction

Place :

Signature of the applicant  
With his designation and  
Office seal

Date:

Countersigned

Drawing & Disbursing Officer Of the library  
(in case of Govt. library only)

**17. Recommendation:**

This is to certify that the application has been scrutinized. The Library deserves assistance under this scheme. An amount of Rs.....(Rupees.....)Only is recommended for construction of a new building/extension of the existing building on the basis of the fund allocated in the SLC meeting held on.....

Place:

Signature.....

Name and designation of  
the Convener, SLC with  
Office seal