

**APPLICATION FOR FINANCIAL ASSISTANCE UNDER THE MATCHING SCHEME OF ASSISTANCE TOWARDS PURCHASE OF LIBRARY FURNITURE, STORAGE MATERIALS AND OTHER ITEMS FOR PROVIDING FACILITY TO READERS**

From :

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

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

Web: rrrlf.gov.in  
E-mail: rrrlf-wb@nic.in

**Subject: ASSISTANCE TOWARDS PURCHASE OF LIBRARY FURNITURE, STORAGE MATERIALS AND OTHER ITEMS FOR PROVIDING FACILITY TO READERS.**

Sir,

I submit herewith an application vide Annexure – 1, Check List and Annexure – II for a grant under the “Assistance towards purchase of library furniture, storage materials and other items for providing facility to readers”. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them.

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.	Name of the Applicant Organization/ Library :	
2.	Postal address :	
	(i) Premises No./Street	
	(ii) Village/Town	
	(iii) Post Office	
	(iv) District	
	(v) State with Pin Code	
	(vi) Contact/Mobile No of the applicant	
	(vii) Whether the library located at	(i) Urban (ii) Rural or (iii) Tribal area
	(viii) E-mail Id	
3.	Nearest Railway Station/Bus Stop/Land Mark	
4.	Name of Library(s), in case of centrally purchased for multiple libraries, for which assistance is sought (Provide details in separate sheet)	
5.	Date of establishment of the library : (Photocopy of the Society Registration Certificate/Govt. Order, if any)	
6.	Status of the Library (Tick the appropriate)	SCL / Divisional / Sub-Divisional/ Mondal/District/City/Central/Town /Municipal / Taluk / Tehsil / Branch / Rural
7.	Nature of Library (Tick the appropriate)	Govt./Sponsored/Aided/Run by Local Body or LLA/Notified Area Authority/Non-Govt.
8.	(i) Total Nos. of Registered Members :	(i)
	(ii) Average no. of readers per day :	(ii)
9.	The total no. of books and magazines available in the library:	a) Books : b) Magazines : c) Other items :
10.	(i) Total No. of Computer available	(i)
	(ii) Internet Connection	(ii) Yes or No
	(iii) Internet facility for users	(iii) Yes or No
	(iv) Library Automated	(iv) Yes or No
11.	Stock of Reading Room Furniture	a) No. of Almirahs :
		b) No. of Racks :
		c) Table :
		d) Chairs :
11.	Whether any grant is received from RRRLF.	Yes / No
	If yes, particulars (RRRLF sanction Letter no. and amount) of the grant be furnished :	

12A.	<b>Reading Room Furniture</b> with item-wise details and total estimated expenditure	
	(i)	Rs.
	(ii)	Rs.
	(iii)	Rs.
	(iv)	Rs.
	(v)	Rs.
	<b>Total :</b>	<b>Rs.</b>
12B.	<b>Library Equipments</b> with item-wise details and total estimated expenditure	
	(i)	Rs.
	(ii)	Rs.
	(iii)	Rs.
	(iv)	Rs.
	<b>Total :</b>	<b>Rs.</b>
12C.	<b>Others (Specify) :</b>	<b>Rs.</b>
	<b>Note:</b> Original estimates/quotations (including make, model no., etc.) with Feasibility Report of the Authority have to be furnished.	

**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. I also declare that no Utilization Certificate and other documents related to previous assistance received by this library through RRRLF are pending.

**List of Enclosures: Please see Check List.**

Place: \_\_\_\_\_ Name of the applicant  
 \_\_\_\_\_ Designation  
 Date : \_\_\_\_\_ (In Block Letters)

Signature with Office Seal

## **Annexure – II**

### **Recommendation of State Government/U.T Administration**

This is to certify that the project is useful for improvement of library services in the State/U.T. and the library deserves assistance from the RRRLF. An Officer of the Department has inspected the organization and found the organization eligible for receiving assistance under this matching scheme. The amount of assistance recommended is Rs. .... (Rupees .....)  
only in favour of .....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 with Office Seal.

Place :  
Date :

**Check List for storage materials, furniture and library equipment etc.**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Check (Tick)</b>
1	Forwarding Letter	
2	Application.	
3	Constitution/Memorandum of Association of the organization	
4	Copy of the Society Registration Certificate	
5	Copy of the List of Executive Members	
6	Original Quotation for Furniture, Fixture & Equipment .	
7	SLC's Recommendation	
8	An Undertaking to bear the liability in excess of the ceiling limits of the scheme and recommended amount by the SLC.	

Signature with Office Seal

Place :

Date :