

**APPLICATION FOR FINANCIAL ASSISTANCE UNDER THE MATCHING SCHEME OF ASSISTANCE TOWARDS DEVELOPMENT OF RURAL BOOK DEPOSIT CENTRES AND MOBILE LIBRARY SERVICES**

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: rrlf.gov.in, E-mail: rrlf-wb@nic.in

**Subject: ASSISTANCE TOWARDS DEVELOPMENT OF RURAL BOOK DEPOSIT CENTRES AND MOBILE LIBRARY SERVICES.**

Sir,

I submit herewith an application vide Annexure – I, check List and Annexure – II for a grant under the “Assistance towards development of Rural Book Deposit Centres and Mobile Library Services”. 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
	(ii) E-mail ID	
3.	Nearest Railway Station/Bus Stop/Land Mark	
4.	Date of establishment of the library : (Photocopy of the Society Registration Certificate/Govt. Order, if any)	
5.	Status of the Library (Tick the appropriate)	SCL / Divisional / Sub-Divisional/ Mondal/ District/City Central/ Town /Municipal / Taluk / Tehsil / Branch / Rural
6.	Nature of Library (Tick the appropriate)	Govt./Sponsored/Aided/ Run by Local Body or LLA or Notified Area Authority/ Non-Govt.
7.	(i) Total Nos. of Registered Members : (ii) Average no. of readers per day :	(i) (ii)
8.	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 (ii) Internet Connection (iii) Internet facility for users (iv) Library Automated	(i) (ii) Yes or No (iii) Yes or No (iv) Yes or No
11.	Whether any grant is received from RRRLF.  If yes, particulars (RRRLF sanction Letter no. and amount) of the grant be furnished :	Yes / No

9.	<b>Description of the Project :</b>	
	A. Objective :	
	B. No. of Service Points to be covered:	
	C.No. of population to be covered: (approx.)	
	D. No. of Book Deposit Centres:	
	E. Name & address of Central Library from where the mobile library will function:	
	F. Staffing pattern for the project:	
	G. Whether free service will be rendered, if not, mention the fees to be charged.	
12.	<b>Item-wise details of estimated expenditure to be incurred for the project</b>	
	A. Vehicle	₹
	B. Storage-cum-Carriage equipment:	₹
	C. Bags :	₹
	D. Books/Magazines	₹
	E. Almirah	₹
	F. Racks	₹
	G. Publishing Instruments	₹
	H. Other Items	₹
	<b>Total :</b>	₹
<b>Note :</b> Original estimates/quotations containing make, model no., price etc 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 certify that maintenance cost of the equipment, electricity charges, cost of stationery, back-up cost and day-to day running cost shall be borne by the library from its own fund. 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 Rural Book Deposit Centres and Mobile Library Services**

<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	Latest Annual Report	
6	Audited three Sets of Accounts i.e. Receipts & Payments A/c s, Income & Expenditure A/c & Balance Sheet of the last preceding year of the organization, in case of NGOs	
7	Original Quotations/Estimates of the items to be purchased.	
8	A detailed description of the project with justification	
9	SLC's Recommendation	
10	An Undertaking to bear the liability in excess of the ceiling limit of the scheme and recommended amount by the SLC.	

Signature with Office Seal

Place :  
Date :