

APPLICATION FOR FINANCIAL ASSISTANCE UNDER THE MATCHING SCHEME OF ASSISTANCE TO PUBLIC LIBRARIES TOWARDS INCREASING ACCOMMODATION

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 TO PUBLIC LIBRARIES TOWARDS INCREASING ACCOMMODATION.

Sir,

I submit herewith an application vide Annexure – I, Check List & Annexure – II for a grant under the “Matching Scheme of Assistance to Public Libraries towards Increasing Accommodation”. 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.	(a) Name of library for which assistance sought for :	
	(b) Postal Address of the library with Pin Code :	
4.	Nearest Railway Station/Bus Stop/ Land Mark	
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 or Notified Area Authority/ Non-Govt.
8.	Where the library is housed?	(i) Own Building (ii) Rented or (iii) Rent Free
9.	(i) Total Nos. of Registered Members :	(i)
	(ii) Average no. of readers per day :	(ii)
10.	The total no. of books and magazines available in the library:	a) Books : b) Magazines : c) Other items :
11.	(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
12.	Whether any grant is received for the construction of building from RRRLF.	Yes / No
	If yes, particulars (RRRLF sanction Letter no. and amount) of the grant be furnished :	

13.	Details of the construction and total estimated expenditure :	
	(GR Floor/1 st Floor/2 nd Fl./Extension etc.)	
	(i) RCC Works	₹
	(ii) Electrical Works	₹
	(iii) Sanitation	₹
	(iv) Other Miscellaneous works	₹
	Total :	₹
(Original estimates have to be furnished). Note : Estimate for construction of the building is to be drawn based on the state PWD/CPWD prevailing rates and duly authenticated by a registered firm of architect/building engineer/ PWD/ CPWD.		
14.	Whether the Building Plan for the proposed construction is approved by the Local Body, viz. Corporation, Municipality, Panchayat and Notified Area Authority.	
15.	Does the plot of land on which the building is proposed to be constructed belong to the library? (Copy of the deed with an English version in case the deed in regional language along with a certificate from Government Pleader should be attached)	

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 offrom 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 Increasing Accommodation

Sl. No.	Particulars	Check (Tick)
1	Forwarding Letter	
2	Application.	
3	Constitution/Memorandum of Association of the organization	
4	Photocopy of the Society Registration Certificate	
5	Photocopy of the Deed of land /Allotment Letter with English version, if it is in regional language.	
6	Certificate of the Government Pleader, in original.	
7	Copy of the Latest available Annual Report	
8	Copies for last three years Audited Accounts	
9	Approved/Sanctioned plan of the proposed building	
10	Detailed Estimates for the proposed construction	
11	Photograph of the existing building (External & Internal View).	
12	SLC's Recommendation.	

Signature with Office Seal

Place :

Date :