

**APPLICATION FOR FINANCIAL ASSISTANCE UNDER THE MATCHING SCHEME OF ASSISTANCE TO PUBLIC LIBRARIES FOR MODERNISATION OF 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](http://rrlf.gov.in)  
E-mail: [rrlf-wb@nic.in](mailto:rrlf-wb@nic.in)

**Subject: ASSISTANCE TO PUBLIC LIBRARIES FOR MODERNISATION OF LIBRARY SERVICES**

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 for Modernisation of 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 of the applicant :	
	(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.	Where the library is housed?	(i) Own Building (ii) Rented or (iii) Rent Free
9.	(i) Total Nos. of Registered Members : (ii) Average no. of readers per day :	(i) (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 (ii) Internet Connection (iii) Internet facility for users (iv) Library Automated	(i) (ii) Yes or No (iii) Yes or No (iv) Yes or No
12.	Whether any grant is received from RRRLF.  If yes, particulars (RRRLF sanction Letter no. and amount) of the grant be furnished :	Yes / No

10.A.	<b>Computer System/up-graded</b> Feasibility Report with item-wise details and total estimated expenditure :	<b>Estimated Amount</b>
	(i)	₹
	(ii)	₹
	(iii)	₹
	(iv)	₹
	<b>Total :</b>	₹
10.B.	<b>TV set accessories</b> CD Player/DVD Player/CDs for Educational purposes and total estimated expenditure :	
	<b>(i)</b>	₹
	<b>(ii)</b>	₹
	<b>(iii)</b>	₹
	<b>Total :</b>	₹
10.C.	<b>Website Design, development of Web Services</b> and content creation for Website and similar other purposes ( hosting has to be done in Central/ State Government server e.g. NIC)	₹
10.D.	<b>Retro-conversion :</b> No. of books to be retro-converted and its estimated expenditure	<b>No. of Books:</b> <b>Rate per Book:</b>  ₹
10.E.	<b>CCTV &amp; Surveillance system including Web Camera :</b>	₹
10.F.	<b>Eco Friendly Generator/Power backup system:</b>	₹
10.G.	<b>LCD Projector with accessories/Video Conferencing Equipment :</b>	₹
10.H.	<b>Any Other admissible Items ( please specify)</b>	
	(i)	₹
	(ii)	₹
	(iii)	₹
	(iv)	₹
	(v)	₹
	(vi)	₹
	<b>Total :</b>	₹
<b>Note :</b> Original estimates/quotations containing make, model no. etc have to be furnished for all the items for which assistances are sought.		

**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 Utilisation Certificate and other required 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 Modernisation of 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	Copy of the List of Executive Members	
6	Original Quotation for TV set with accessories.	
7	Original Quotation for installation of LAN & Power Cabling.	
8	Original Quotation for Computer Hardware & Software etc.	
9	Original Quotation for Website development	
10	Copy of Feasibility Report	
11	Original Quotation for Retro-conversion of Books, language-wise	
12	Quotation for other items required to be provided	
13	SLC's Recommendation	

Signature with Office Seal

Place :

Date :