

Raja Rammohun Roy Library Foundation
Block- DD-34, Sector - I, Salt Lake City, Kolkata- 700 064

MATCHING SCHEME OF ASSISTANCE TOWARDS CREATION OF FACILITIES FOR DIVYANGJAN READERS

1. Title and Object:

The Scheme will be known as 'Matching Scheme of Assistance towards Creation of Facilities for Divyangjan Readers'.

The object of the scheme is to support and promote general public libraries all over the country to attract the differently abled users groups to a library for development of reading habit, to provide better infrastructure and enable them to participate and contribute to the community.

2. Types of Institutions/Organisations eligible for Assistance

Following types of libraries will be eligible for assistance under the scheme.

- a) State Central Libraries, District Libraries and Sub-Divisional Libraries below district level run by Government or established/sponsored under the provision of the Public Libraries Act and libraries run by NGOs who are working in this field.

3. Scope of Assistance

A) Establishment of *Divyangjan Readers* corner : Total in Five years

- i) Purchase of Books, Braille books, computer screen reading software like JAWS-10, optical character recognition software which can convert printed scanned material into voice like Kurzeweil 1000, refreshable Braille display alongwith screen reader like Sieka Braille Display, Talking books and special software like DAISY Screen Magnification Software like Magic Screen.
- ii) Purchase of audio-visual materials viz. CDs, DVDs, Cassettes.
- iii) Purchase of specially designed book racks, reading tables and chairs, wheel chairs etc.
- iv) Purchase of computer with multimedia kit, software and internet connectivity;
- v) Special furnishing, decoration and colour;
- vi) Purchase of a special table which is suitable in height for wheelchair users and which allows the front portion of the wheelchair to move under the table unrestricted by foot rests etc;
- vii) Purchase of a special table for the computer which can be accessed by the differently abled users while sitting on the wheelchair.
- viii) Addition/alteration of existing building for easy access in the building and specially designed toilets suitable for Differently abled user Groups.
- ix) Purchase of comfortable sofa to allow the Differently abled user to stretch out while resting.
- x) Provision for easily accessible drinking water while sitting on the wheelchair.
- xi) Construction of Ramps with railings where there is need to climb steps.

Any other related items for providing library services will also be considered.

B) Procurement of Reading resources for Divyangjan Readers Rs 50,000/- per year.

N.B. To furnish the Divyangjan Readers corner, expenditure on the items above is mandatory. Design of book racks, reading tables and chairs may be done in such fashion that will suit the Divyangjan Readers groups.

4. Space

The assistance will be available to such libraries subject to the fulfillment of the conditions as mentioned at Clause 2 and in a position to offer a minimum space of 15 ft. x 10 ft. exclusively easily accessible for the purpose.

5. Extent of Assistance :

a) The extent of assistance will be limited to Rs. 10 lakh for State Central Libraries, Rs. 7 lakh for District and Regional Level Libraries and Rs. 5 lakh for Sub-divisional/Town libraries and other libraries for building of infrastructure and purchase of the items mentioned at **Clause 3** by way of one time ad-hoc grant.

b) **The Foundation will not bear any maintenance cost.**

NB: Provided that the maximum amount may be revised upwards with the approval of the Chairman.

c) **Installment Ratio:**

1) For projects having financial implication of Rs 1.00 crore (Rupees one crore) & above, the sanctioned amount will be released in two installments (50% as first installment and 50% as 2nd installment).

2) For other projects having financial implication less than Rs 1.00 crore (Rupees one crore), the assistance will be released in two installments in 75%: 25% ratio i.e. 75% as the first installment and 25% as the 2nd installment after completion of work.

3) In case of procurement through GeM or through Government Agencies, both for Government / Non-Government Libraries, the sanctioned amount of assistance will be released to the Library authorities in one installment.

Director General may relax the installment payment in respect of Govt. libraries / organization on receipt of request from the State/U.T/District Library Authority or Government Library with justification.

6. Procedure of submission of Application :

a) Library/Organisations should submit their applications in the prescribed form complete in all respect to the Convener, State Library Committee/State Library Planning Committee of concerned State Government Union Territory Administration for onward transmission to the RRRLF along with the following documents:

A. In case of Registered Non-Government Private Institutions/ sponsored libraries/organizations :

- i) Copy of the registration certificate or the copy of the sponsorship order;
- ii) Constitution of the organization/Memorandum of Association;
- iii) Copy of the latest available Annual Report;
- iv) Audited Receipts and Payments Accounts, Income & Expenditure Accounts and Balance Sheet of the organizations/institutions/library as a whole of organization for last one year with the audit certificate from a Chartered Accountants or a Government Auditor;
- v) Original four(4) quotations containing description, details specification, quantity, price for the items of furniture, equipments, furnishing etc., proposed to be purchased ;
- vi) A comparative Statement prepared on the basis of four (4) quotations.
- vii) Copy of the Registered Deed of land/Allotment letter on which the existing building is situated ;
- viii) Approved Plan for addition/alteration ;
- ix) Estimate by Registered Architect/PWD Authority ;
- x) An undertaking to bear the liability in excess in case total estimate crosses the limit.

B. In case of Government/ State Autonomous Body/ Local Body:

- i) Original four(4) quotations containing description, detailed specification, quantity, price for the items of furniture, equipments, furnishing etc., proposed to be purchased ;
- ii) A comparative Statement prepared on the basis of four (4) quotations.
- iii) Copy of the Registered Deed of land/Allotment letter on which the existing building is situated ;
- iv) Approved Plan for addition/alteration ;
- v) Estimate by Registered Architect/PWD Authority ;
- vi) An undertaking to bear the liability in excess in case total estimate crosses the limit.

7. Condition of Grant :

- a) Once the items alongwith the estimate have been approved and grant assessed on the basis of these estimates, **no further modification will be permitted ;**
- b) On receipt of the application, the Foundation will, subject to availability of the fund, issue sanction letter to the eligible organizations/ institutions/ libraries for submission of stamped pre-receipt and other documents laid down in the sanction letter.

- c) On receipt of the relevant documents mentioned above alongwith the stamped pre-receipt, the Foundation will release the grant by account payee cheque/ through ECS directly to the grantee institutions/ organizations/libraries under intimation to the Convener.
- d) *Expenditure prior to receipt of the grant money will not be computed towards utilization of the grant.*
- e) If the RRRLF requires clarification on any point not contained in the application, the institutions/organizations/ **libraries shall supply it within the time specified by the Foundation failing which the application will not be considered.**
- f) The institutions/organizations/libraries shall maintain record of all assets created wholly or substantially out of the RRRLF's assistance. Should the library cease to exist at any time, disposal of the properties acquired with the grants shall be vested with the Foundation.
- g) The Institutions/Organizations/Libraries on receipt of the financial assistance shall be open for inspection by an officer deputed by the RRRLF, Kolkata or by the State Government/Union Territory Administration.
- h) After furnishing the Differently abled user corner, the grantee library is required to fix a tablet in a prominent place of the corner displaying that **'Raja Rammohun Roy Library Foundation's Divyangjan Readers Corner, Ministry of Culture, Govt. of India'**.
- i) All the assets purchased with the grant (i.e. books, furniture, equipments, computers etc., should be rubber stamped or painted with **'Purchased with the assistance of Raja Rammohun Roy Library Foundation, Ministry of Culture, Govt. of India, Kolkata'**.
- j) In case of non-utilisation of grant, the grantee Institutions/ Organization/ Libraries shall be *liable to refund the unutilized grant alongwith the interest @ 6% p.a. to the RRRLF.*
- k) The organization must exercise reasonable economy in the working of approved scheme.
- l) When the RRRLF, Kolkata/State Government/Union Territory Administration have reason to believe that the sanctioned money is not being utilized for the approved purposes, the payment of the grant may be stopped and earlier grants be recovered with interest.
- m) The grant is to be utilized within twelve (12) months from the date of receipt of the grant money.

8. Submission of documents after utilization of the grant :

A. In case of non-government organizations/sponsored library:

The grantee Institution/organization/library shall submit the following documents within nine (9) months after the close of the financial year in which the grant was utilized.

- a) Utilisation Certificate in the prescribed format, duly signed by the organization, and countersigned by a Chartered Accountant/ Government Auditor;
- b) Audited Receipts and Payments Accounts, Income & Expenditure Accounts and Balance Sheet of the organization as a whole reflecting therein the receipt and utilization under separate head/sub-head with an Audit Report from a Chartered Accountant or a Government Auditor for the year (s) in which the grant was utilized;
- c) List of Braille books purchased containing accession numbers, author, titles, quantity, price etc., with total gross and net value with seal and signature of the competent authority ;
- d) List of furniture, equipments etc., purchased containing description, detailed specification, quantity, price and in case of TV, VCD, DVD, computer, multimedia kit, software etc., the model number, make, price etc., under seal and signature ;
- e) Photo copy of the vouchers/bills of furniture, books equipments etc., should be submitted ;
- f) Stock Entry Certificate of equipments, furniture and others (*other than books*) purchased with the grant under seal and signature;
- g) Photograph of the newly created Divyangjan Readers' Corner;
- h) Computer installation as well as performance report;
- i) Duly filled-in and signed, asset declaration in the prescribed format acquired out of the sanctioned financial assistance;

B. In case of Government Organisation/State Autonomous Body/Local Body :

- a) Utilisation Certificate in the prescribed format containing the name of grantee library, duly signed by the Drawing and Disbursing Officer, of the organization with office seal and duly countersigned by Local Audit Fund ;
- b) Statement of Expenditure, specifying the period, duly signed by the Drawing and Disbursing Officer, of the organization with office seal ;
- c) List of Braille books purchased containing accession numbers, authors, titles, quantity, price etc., with total gross and net value with seal and signature ;
- d) List of furniture, equipments etc., purchased containing description, detailed specification, quantity, price and in case of TV, VDC, DVD, computer, multimedia kits, software etc., the model number, make, price etc., under seal and signature ;
- e) Xerox copy of the vouchers/bills of furniture, equipments, books etc., should be submitted ;
- f) Stock Entry Certificate of furniture, equipments and other purchased (*other than books*) with the grant under seal and signature ;
- g) Photography of the new created Divyangjan Readers' Corner;
- h) Computer installation as well as performance report ;
- i) Duly filled-in and signed, asset declaration in the prescribed format acquired out of the sanctioned financial assistance;
