

**Matching Scheme of Assistance towards purchase of storage materials, reading room furniture and library equipment like card cabinet, fire extinguisher, generator, water cooler etc. including photo copier.**

### **Title and Object**

1. The object of this matching scheme is to render assistance to the libraries in order to equip them with storage materials, reading room furniture and other library equipment. The scheme is known as "Matching Scheme of Assistance towards purchase of storage materials, reading room furniture and library equipment like card cabinet, fire extinguisher **eco-friendly generator, Power back up system, water cooler** etc., including photo copier.

### **Types of Institutions/Organisations Eligible for Assistance**

2. Assistance under this scheme will be given from the Matching Fund to public libraries run or aided by the State Government/U.T. Administration, Local Bodies, Local Library Authority or registered voluntary organizations.
3. In order to be eligible for financial assistance under the scheme a non-Government institution should be a registered society/trust with the following characteristics:
  - (i) It should have adequate facilities, resources, personnel etc. to run the library.
  - (ii) Its working should have been found satisfactory by the State Government/ U.T. Administration.
  - (iii) It is not run for profit to any individual or body of individuals.
  - (iv) The Library should be open to all without discrimination.

### **Scope of Assistance**

4. Assistance under the scheme may be given for purchase of racks/almirahs/storage and display equipment/ reading room furniture/card cabinet/fire extinguisher/ **eco-friendly generator, Power back up system, water cooler, Solar Panel System, Desert Cooler, Air Conditioning Machine for the Server Room**. However, photocopier will be provided only to State Central/Divisional/District/Sub-Divisional libraries and selected rural libraries, if recommended by the SLC/SLPC.

**Normally no assistance will be given if the project for which the grant applied for is covered under any scheme of the Central Government or State Government/ Union Territory Administration.**

## **Extent of Assistance**

5. The extent of assistance will be as follows :

Rs. 50,000/- per library per year or  
Rs. 1,00,000/- per library/ two years or  
Rs. 2,50,000/- per library/five years and

Market price of a photo copier / fire extinguisher/ eco-friendly generator / Power back up system in case of State central, Divisional / District /Sub-Divisional libraries and selected rural libraries, if recommended by SLC/SLPC .

For a newly constructed library one time special grant not exceeding Rs.10.00 lakh will be given on a case to case basis.

## **Procedure for Submission of Application**

6. The RRRLF will not receive direct applications for assistance under the scheme. Assistance will be given on the recommendation of the State Library Committee/State Library Planning Committee. Libraries desirous of receiving assistance will apply in the prescribed form to the Convener for inclusion of their names in the list of recommended libraries. The convener will send the applications in the prescribed form of the recommended libraries to the RRRLF.

7. Each application should be accompanied by the following documents/information:

- i. In case of Government Department/Institution, Autonomous Organisation, the designation of Head of the Department/Head of Office.
- ii. In case of a non-Government Institution/Library Association etc., copy of the Constitution of the Institution/ Memorandum of Association, copy of the latest available annual report, audited annual accounts and copy of the Society Registration Certificate.
- iii. Item-wise details of expenditure and the sources from which counterpart funds will be obtained.
- iv. Information relating to the grants received, promised or the requests thereof made, if any, to other bodies.

## **Conditions for Assistance**

8. Grant will be sent to the recommended libraries under intimation to the Convener of the State Library Committee/State Library Planning

Committee. However the RRRLF may release payment to the supplier through the Convener/Consignee on the basis of Proforma Invoice/Bill raised in the name of RRRLF, in case of purchase by the Convener /Consignee centrally.

9. In case of purchase by the Convener/Consignee centrally, the RRRLF, on receipt of recommended applications / list of libraries with full address and number of articles proposed to be given to each of the libraries, will authorize the Convener/Consignee to purchase the materials. On receipt of authorization the Convener/Consignee will place order with a standard firm, preferably, a Govt. sponsored undertaking/ concern (Such as small-scale industries corporation etc.) on EPM rate contract/ DGS&D Rate Contract/ government approved rate. In case of purchase by an individual Library; purchase should be made on the basis of lowest quotation received from at least three standard firms.
10. Every article purchased with the assistance from the RRRLF should bear the inscription **“Purchased with the assistance from Raja Rammohun Roy Library Foundation”**
11. The institution/organization shall maintain a record of all assets created wholly or substantially out of the RRRLF's assistance. The asset so created shall not be disposed of without the prior approval of the RRRLF. Should the library cease to exist at any time, the properties acquired with the grant shall be vested with the RRRLF.
12. The project is subject to inspection by an official deputed by the RRRLF or the State Government/U.T. administration.
13. If the RRRLF requires clarification on any point not contained in the statements, the library shall furnish it within the time specified by the RRRLF failing which the application will not be considered.
14. The RRRLF/Government have the right to stop payment of assistance and to recover the earlier grant when the sanctioned money is not utilized for approved purposes.
15. Decision of RRRLF in respect of approval of the project and the amount of assistance shall be final and binding on the grantee institution in all cases.

#### **Submission of Documents after Utilisation of Grant**

16. In case of purchase by individual libraries, the grantee library should purchase the items within three months from the date of receipt of the

cheque and shall submit utilization certificate in the prescribed format, duly signed by the authority and countersigned by Chartered Accountant/Government Auditor to the RRRLF by the library authority along with the copy of the purchase voucher and certificate to the effect that article(s) has /have been received in good condition and taken into the stock of the library and it bears the inscription **“Purchased with the assistance from Raja Rammohun Roy Library Foundation”** .

17. In case of purchase centrally by the Convener/Consignee he shall obtain the (i)**stock entry certificates and certificate to the effect that article bears the inscription “Purchased with the assistance from Raja Rammohun Roy Library Foundation”** from the recipient libraries and forward the same to the office of the RRRLF along with the (ii) **final bill from the supplier** within six months from the date of release of the cheque /draft.
18. In case of failure to submit requisite documents in utilizing the grant within a reasonable time without valid reason the grantee institution is liable to refund the entire amount of the grant to the RRRLF.