

**APPLICATION UNDER THE “NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE FOR DEVELOPMENT OF RRRLF KNOWLEDGE CORNER IN PUBLIC LIBRARIES”**

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 City,  
Kolkata – 700 064.

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

**Subject: ASSISTANCE FOR DEVELOPMENT OF RRRLF KNOWLEDGE CORNER IN PUBLIC LIBRARIES.**

Sir,

I submit herewith an application vide Annexure – I, Check List and Annexure – II for financial assistance under the “Non-Matching Scheme of Financial Assistance for Development of RRRLF Knowledge Corner in Public Libraries”. 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 (as per Registration Certificate) for which assistance sought for :	
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.
9.	(i) Total Nos. of Registered Members :	(i)
	(ii) Average no. of Readers per day :	(ii)
10.	List of Furniture already available in the Library (Attach separate sheet, if required)	
11.	The total no. of books and magazines available in the library:	a) Books : b) Magazines : c) Other items :
12.	(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
13.	Whether any grant is received from RRRLF.	Yes / No
	If yes, particulars (RRRLF sanction Letter no. and amount) of the grant be furnished :	

14.	<b>Particulars of Sections</b>	Date of Opening	No. of members
	A. Career Guidance Section		
	B. Women's Section		
	C. Senior Citizen Section		
15.	<b>Particulars of financial assistance applied for with estimated expenditure</b>	Books	Furniture & Equipments
	A. Career Guidance Section	Rs.	Rs.
	B. Women's Section	Rs.	Rs.
	C. Senior Citizen Section	Rs.	Rs.
	D. Neo-Literate Section	Rs.	Rs.
	<b>Total :</b>	<b>Rs.</b>	<b>Rs.</b>
	<p><b>Extent of assistance: Rs. 1,00,000/-</b> for Career Guidance Section and the rest @ <b>Rs. 50,000/-</b> each. Out of which at least 60% for purchase of books and rest for Furniture &amp; Equipment. Financial assistance is limited to Rs. 2,50,000/-.</p> <p><b>Note :</b> Quotations from 04 (four) reputed firms with <b>Comparative Statement</b> to be provided with detailed description, specification, configuration, quantity, price etc.</p>		
16.	<b>Particulars for Modernization with estimated expenditure :</b>		
	<b>Items with specification</b>	<b>Estimated Amount</b>	
	(i)	Rs.	
	(ii)	Rs.	
	(iii)	Rs.	
	(iv)	Rs.	
	<b>Total :</b>	<b>Rs.</b>	
<p><b>Special grant for Modernization Rs. 2.00 lakhs</b> for all the sections for items e.g. Computer, Printer, Networking, TV and related items.</p> <p><b>Note :</b> Quotations from 04 (four) reputed firms with <b>Comparative Statement</b> to be provided with detailed description, specification, configuration, quantity, price etc.</p>			

**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 for development / opening of the following sections separately. An Officer of the Department has inspected the organization and found the organization eligible for receiving assistance under this non-matching scheme. The amount of assistance recommended is Rs. .... (Rupees .....) only in favour of ..... from the non-matching fund which have been approved in the State Library committee/State Library Planning Committee meeting held on .....

01.	Career Guidance Section	Rs.
02.	Women's Section	Rs.
03.	Senior Citizen Section	Rs.
04.	Neo-literate Section	Rs.
05.	Special Grant for Modernization	Rs.
	<b>Total :</b>	Rs.

**(Maximum extent of assistance is limited to Rs.2,50,000/- per library per year & Special Grant for Modernization is limited to Rs.2,00,000/- only)**

Signature.....

Name and designation of the Convener,  
SLC/SLPC with Office Seal.

Place :  
Date :

**Check List for Development of RRRLF Knowledge Corner in Public Libraries**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Check (Tick)</b>
1	Forwarding Letter	
2	Application	
3	Copy of the Society Registration Certificate/Govt. Order, if any.	
4	Copy of Constitution/Memorandum of Association	
5	Copy of latest Annual Report.	
6	Copy of Audited Receipt & Payment, Income & Expenditure and Balance Sheet as a whole of the preceding year duly signed by Chartered Accountant/Government Auditor.	
7	Copy of the List of Executive Members.	
8	Original Quotation from 4(four) reputed firms along with comparative statement for items to be purchased.	
9	Photograph of Career Guidance / Women/ Senior Citizen/ Neo-literate Section	
10	An undertaking to bear the liability is case of the proposal exceeds the extent of assistance.	
11	Recommendation of State Government / U.T. Administration	

Signature with Office Seal

Place :

Date :