

APPLICATION UNDER NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TO PUBLIC LIBRARIES TOWARDS CELEBRATION OF 50/60/75/100/125/150 YEARS AND LIKE.

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

Subject: ASSISTANCE TO PUBLIC LIBRARIES TOWARDS CELEBRATION OF 50/60/75/100/125/150 YEARS AND LIKE.

Sir,

I submit herewith an application vide Annexure – 1, Check List and Annexure – II for a grant under the “Non-Matching scheme of financial assistance to public libraries towards celebration of 50/60/75/100/125/150 years and like”. 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.	Total Staff in the Library :	(i) Full time : (ii) Part Time :
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 from RRRLF.	Yes / No
	If yes, particulars (RRRLF sanction Letter no. and amount) of the grant be furnished :	

13.	(a) Purpose of grant (b) Details of Programme with probable date, time and duration. (Details to be provided in a separate sheet)	a) Celebration of 50/60/75/100 /125/ 150 years and like b)
14.	Particulars of financial assistance applied for with the estimated expenditure :	
	(a) Seminar/Workshop	Rs.
	(b) Purchase of Books & Binding	Rs.
	(c) Purchase of Furniture	Rs.
	(d) Cost of Copier machine	Rs.
	(e) Purchase of Computer with accessories & furniture	Rs.
	(f) Renovation of library building	Rs.
	(g) Organization of Cultural function, debate, essay competition & National Integration etc.	Rs.
	(h) Publishing commemorative volume	Rs.
	(i) Cash Award to staff members of the library as a mark of dedication, efficiency and trustworthiness, maximum 5 persons @ Rs. 2,000/- each	Rs.
	Total :	Rs.
04 (four) Estimates/Quotations have to be furnished. Note : In case of Renovation work of library building, estimate has to be drawn based on the state PWD/CPWD prevailing rates and duly authenticated by a Architect/building Engineer.		

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 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 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

Signature.....

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

Place :
Date :

Check List for Celebration of 50/60/75/100/125/150 years and like

Sl. No.	Particulars	Check (Tick)
1	Forwarding Letter	
2	Application.	
3	Constitution/Memorandum of Association of the organization	
4	Copy of the Society Registration Certificate	
5	Documentary evidence towards date of establishment of the library.	
6	Copy of the Latest available Annual Report	
7	Audited Receipts & Payments A/cs, Income & Expenditure A/c and Balance Sheet of the organization as a whole of the preceding year (for NGO run library only)	
8	Original quotation for the items of furniture & equipment with description, specification, quantity & price etc.	
9	Details of the Programme	
10	List of present members of the Governing Body (for NGO run Library only)	
11	An Undertaking to bear the liability in excess of the ceiling limit of the scheme and recommended amount by the SLC.	

Signature with Office Seal

Place :

Date :