

## **NON-MATCHING SCHEME OF ASSISTANCE TOWARDS ESTABLISHMENT OF RRRLF CHILDREN CORNER**

### **1. Title and Object:**

The Scheme is known as '**Non-Matching Scheme of Financial Assistance towards establishment of RRRLF Children corner**'.

The object of the scheme is to support and promote children's libraries/children section of general public libraries all over the country to attract the children to the library for development of reading habit, to equip children with life-long learning and literacy skills, enables 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 run by Government or established/sponsored under the provision of the Public Libraries Act ;
- b) A Children Library or Public Library with Children's Section managed by local body viz. Corporation, Municipality, Panchayat etc.
- c) A Central Government sponsored children library like Jawahar Bal Bhavan, Aurobindo Bal Kendra etc. ;
- d) A Registered Children's Library or Registered Public Library with Children's Section ;
- e) A children's library or public library with children's section run by a Registered Voluntary Organisation (NGO).

### **3. Scope of Assistance :**

- i) Purchase of children books, periodicals, comics, brochures, charts, maps, globes, educational toys, learning games etc. ;
- ii) Purchase of audio-visual materials like TV, Cassettes ;
- iii) Purchase of specially designed book racks, reading tables and chairs;
- iv) Purchase of computer with multimedia kit, software and internet connectivity ;
- v) Special furnishing, decoration and colour.

*GRANT WILL BE RELEASED IN **TWO INSTALMENTS**, 75% OF THE TOTAL APPROVED GRANT WILL BE RELEASED AS FIRST INSTALMENT ON SUBMISSION OF RELEVANT REQUIRED DOCUMENTS AND BALANCE 25% WILL BE RELEASED AFTER COMPLETION OF THE APPROVED PROJECT ON SUBMISSION OF DOCUMENTS AFTER UTILIZATION OF GRANT (**AS PER CLAUSE 21**)*

**N.B. 30% of the total grant should be spent on purchase of children books, toys, periodicals, comics, learning games etc. To furnish the children corner, expenditure on all the items above is mandatory. Design of book racks, reading tables and chairs may be done in such fashion that will suit the children (Standard drawing will be supplied by the RRRLF).**

**4. Space :**

Children of all ages should find the library an open, inviting, attractive, challenging and non-threatening place to visit. Ideal children service needs its own library area which must be easily recognizable (special furnishing, decoration and colours and distinct from other parts of the library). But taking into consideration the situation of the public libraries in India, the assistance will be rendered to such libraries, covered under the above criteria, who offer adequate space (minimum 15 ft. X 10 ft.) exclusively for the purpose where children can meet and experience the enjoyment of reading and excitement of discovering knowledge and walks of imagination.

**5. Extent of Assistance :**

The extent of assistance will be limited to Rs.2.00 lakh for building of infrastructure and purchase of the items mentioned above by way of one time ad-hoc grant. For sustaining the project, subsequent grant can be accommodated with the existing non-matching scheme of Financial Assistance to Children Libraries or Children Section of General Public Libraries towards replenishment of stock of books, CDs, cassettes etc., with the new arrivals and also for new initiative.

**6. Procedure of submission of Application :**

- a) The application from Central Government sponsored institution/ organization, such as, Jawahar Bal Bhavans etc. will be received directly by the RRRLF containing the documents as per Clause 8(a) of the Rule.
- b) The State Library Committee/State Library Planning Committee will annually select the names of libraries for establishment of children corner on receipt of requisition from the RRRLF.
- c) The RRRLF on receipt of names of libraries from the Convener, duly approved by SLC/SLPC will ask applications directly from the libraries.
- d) Institutions and organizations other than those mentioned in Clause 6 should submit their applications in the prescribed form complete in all respect to the RRRLF.
- e) The library intending to avail of the assistance should apply in the prescribed form to the Convener for onward transmission to the RRRLF alongwith 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 quotation containing description, details specification, quantity, price for the items of furniture, equipments, furnishing etc., proposed to be purchased;
- vi) An undertaking to bear the liability in excess of Rs. 2.00 lakh in case total estimate crosses the limit.

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

- i) Original quotation containing description, detailed specification, quantity, price for the items of furniture, equipments, furnishing etc., proposed to be purchased;
- ii) An undertaking to bear the liability in excess of Rs. 2.00 lakh in case total estimate crosses the limit.

**Condition of Grant :**

7. Once the project alongwith the items and estimate have been approved and grant assessed on the basis of these estimates, no further modification will be permitted;
8. On receipt of the application, the RRRLF will subject to availability of the fund, issue sanction letter to the eligible organizations/ institutions/ libraries for submission of Bond, stamped pre-receipt and other documents laid down in the sanction letter.
9. On receipt of the relevant documents mentioned above alongwith the stamped pre-receipt, the RRRLF will release the grant by account payee cheque/ through ECS directly to the grantee institutions/ organizations/libraries under intimation to the Convener.
10. *Expenditure prior to receipt of the sanction order will not be computed towards utilization of the grant.*
11. 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 RRRLF failing which the application will not be considered.
12. Decision of the RRRLF in respect of approval of the project and amount of assistance shall be final and binding to the grantee institution in all cases.

13. 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 RRRLF.
14. The institutions/organizations/libraries on receipt of the financial assistance shall be open for inspection by an officer deputed by the RRRLF or by the State Government/Union Territory Administration.
15. After furnishing the children corner, the grantee library is required to fix a tablet in a prominent place of the children corner displaying 'Raja Rammohun Roy Library Foundation Children Corner'.
16. 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 the Raja Rammohun Roy Library Foundation'.
17. In case of non-utilisation of grant, the grantee institutions/ organization/ libraries shall be liable to refund the unutilized grant to the RRRLF.
18. The organization must exercise reasonable economy in the working of approved project.
19. When the RRRLF/State Government/Union Territory Administration have reasons 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 will be recovered.
20. The grant is to be utilized within six (6) months from the date of receipt of the grant money.

**21. Submission of documents after utilization of the grant :**

**A. In case of non-government organizations/sponsored library and Jawahar Bal Bhavan (JBB) etc. :**

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 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, 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) GFR-19 duly filled in with seal and signature.

**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 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, VCD, DVD, computer, multimedia kits, software etc., the model number, make, price etc., under seal and signature ;
- e) Photo copy of the vouchers/bills of furniture, equipments, books etc., should be submitted;