

NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE FOR DEVELOPMENT OF RRRLF KNOWLEDGE CORNER IN PUBLIC LIBRARIES

(Previously: NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TO DEVELOP DIFFERENT SECTIONS OF GENERAL PUBLIC LIBRARIES)

TITLE AND OBJECT

1. The scheme is known as “**Non-Matching Scheme Of Financial Assistance for Development of RRRLF Knowledge Corner in Public Libraries**”.

The object of the scheme is to support and promote general public libraries all over the country to attract different groups of people to a library for development of reading habit and to provide better infrastructure and enable them to participate and contribute to the community. It also aims to boost the literacy level of the neo-literates, in order to prevent possibility of regressing into the partial or total illiteracy. Career Guidance Section will also help the youths for choosing their career

TYPES OF INSTITUTIONS/ORGANISATIONS ELIGIBLE FOR ASSISTANCE

2. The assistance under this scheme will be given to general public libraries, which have children section, women section, senior citizen section, neo-literate section. However, assistance under the scheme will also be given to the general public libraries only for opening of a separate women section, a separate senior citizen section, a separate section for the neo-literates and career guidance section in the library.

3. The following types of libraries are eligible for assistance under this scheme:

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.

SCOPE OF ASSISTANCE

4. Assistance will be given for the following purposes :

a) For Women Section

- (i) Purchase of books for women section
- (ii) Purchase of steel almirah, steel rack, reading table and fibre arm chairs for women section.

b) For Senior Citizen Section

- (i) Purchase of books for senior citizens
- (ii) Purchase of steel almirah, steel book case, steel rack, reading table and fibre arm chairs for senior citizen section.
- (iii) Purchase of big print books, talking books and magnifying glass/scripts for use of the old people.

c) For Neo-literate Section

- (i) Purchase of books for neo-literate section
- (ii) Purchase of steel almirah, steel book case, steel rack, steel reading tables and fibre arm chairs for neo-literate section.

d) For Career Guidance Section

- (i) Purchase of books for Career Guidance Section
- (ii) Purchase of steel almirah, steel book case, steel rack, steel reading tables and fibre arm chairs.

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

Sanctioned 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 (as per Clause 22).

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.

NOTE-1 The proposal for purchase of furniture / equipment only will not be entertained. Normally, no library shall be considered for assistance under the scheme for two consecutive years. Subsequent grant can only be considered only on receipt of the Utilisation Certificate and Audited Receipts and Payments Accounts and other related documents of the previous grant.

NOTE 2 The extent of assistance on each item will be decided by the RRRLF on the basis of the project proposal and recommendation from the State Government/UT Administration. The decision of the RRRLF is final and binding on the grantee organization.

5. Space

The assistance for opening a new section 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 10 ft. x 10 ft. exclusively easily accessible for the purpose for the section.

6. EXTENT OF ASSISTANCE

Maximum Rs.2,50,000/-lakhs per library per year.

Rs.1,00,000/- for career guidance section

Rs.50,000/- per library per year for each of the other sections, Women Section, Senior Citizen Section, Neo-literate Section.

Special Grant of Rs. 2.00 lakhs for Modernisation covering all sections for items like Computer, Printer, Networking, TV and other related items (Total in 5 years)

Minimum 60% is required to be used for purchase of books/learning materials and rest of the amount may be used for purchase of furniture, equipment etc.

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

PROCEDURE OF SUBMISSION OF APPLICATION

(Note: Application along with all required documents will only be considered)

7. The application from Central Government sponsored institutions/ organizations, such as, Jawahar Bal Bhavans etc. will be received directly by the RRRLF containing the documents as per Clause 8(a) of the Scheme.
8. Institutions and organisations other than those mentioned in Clause 6 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.
9. The library intending to avail of the assistance should apply in the prescribed form (other than the libraries mentioned in Clause-7) to the Convener for onward transmission to the RRRLF alongwith the following documents:
 - (a) **In case of registered non-government private institutions/ sponsored libraries/ organisations:**
 - (i) Copy of the registration certificate under the Indian Societies Registration Act, 1860 or any other equivalent State Act or registered as a public trust under any law for the time being in force/ sponsorship certificate/ order of sponsorship.
 - (ii) Constitution of the organization/ Memorandum of Association/ Rules & Regulations.
 - (iii) Copy of the latest available Annual Report
 - (iv) Audited Receipts and Payments Accounts, Income & Expenditure Accounts and Balance Sheet of the Institutions/ Organizations/ Libraries as a whole of the preceding year with the audit certificate from a Chartered Accountant or a Government Auditor;
 - (v) Original quotation containing description, detail specification, quantity, price for the items of steel furniture and equipment proposed to be purchased;
 - (vi) An undertaking to bear the liability in case the proposal exceeds the extent of assistance mentioned at Clause 5 above;
 - (vii) A photograph of children section/women section/senior citizen section/neo-literate section/ carrier guidance section already exists or the space earmarked for the Section.
 - (b) **In case of government/state autonomous body/ local body:**
 - (i) Original quotation containing description, detail specification, quantity, price for the items of steel furniture and equipment proposed to be purchased;

- (ii) An undertaking to bear the liability in case the proposal exceeds the extent of assistance mentioned at Clause 5 above;
 - (iii) A photograph of children Section/women section/senior citizen section/neo-literate section already exists or the space earmarked for Section.
10. Convener, State Library Committee/State Library Planning Committee of the concerned State/Union Territory Administration will scrutinize the applications in the light of the clause 8(a) and (b), as the case may be, and will forward them with such recommendation as he/she may deem fit, keeping in view the earmarked amount circulated by the Foundation at the beginning of each year.

CONDITIONS OF GRANT

11. Once the items alongwith the estimate have been approved and grant assessed on the basis of these estimates, no further modification will be permitted.
12. (a) On receipt of the application, the RRRLF will subject to availability of the fund, issue sanction letter to the eligible organizations/ institutions/ library for submission of Bond, stamped pre-receipt and other documents laid down in the sanction letter.
- (b) 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.
13. Expenditure prior to receipt of the sanction order will not be computed towards utilization of the grant.
14. 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.
15. 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.
16. 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.
17. In case of non-utilisation of grant, the grantee Institutions/ Organizations/ Libraries shall be liable to refund the unutilized grant to the RRRLF.

18. The organization must exercise reasonable economy in the working of the approved project proposal.
19. All the assets created with the grant including books, furniture and equipment must be publicly displayed with rubber stamp/painting as under – **Purchased with the assistance of “Raja Rammohun Roy Library Foundation, Kolkata”**.
20. 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 will be stopped and earlier grants will be recovered.
21. The grant is to be utilized within twelve (12) months from the date of receipt of the grant money.

22. SUBMISSION OF DOCUMENTS AFTER UTILIZATION OF THE GRANT

In case of Non-government organisations/ sponsored library/ organisation and Jawahar Bal Bhavan (JBB) etc.

The grantee Institutions/Organizations/Libraries 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 and Expenditure Accounts and Balance Sheet of the organization as a whole with an Audit Report from a Chartered Accountant or a Government Auditor for the year in which the grant was utilized.
- (c) List of books purchased containing Accession Numbers, name of the title, name of the author, quantity, price etc., with total gross and net value with seal and signature.
- (d) List of steel furniture and equipment purchased containing description, detail specification, quantity, price, and in case of TV and tape-recorder, model number., make, price etc., under seal and signature.
- (e) Stock Entry Certificate of the steel furniture/equipment purchased ;
- (f) GFR-19, duly filled in with seal and signature;
- (g) Photocopies of Bills/Vouchers for books, furniture, equipments etc. purchased with the grant.
- (h) Photograph of the newly created Section;

In case of Government Organisation/ State autonomous body/ Local Body

- (a) Utilisation Certificate in the prescribed format containing the name of the 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 Number, name of the title, name of the author, quantity, price with total gross and net value under seal and signature;
- (d) List of steel furniture and equipment purchased containing description, detail specification, quantity, price, and in case of TV and tape-recorder, model number., make, price etc., under seal and signature.
- (f) Stock Entry Certificate of the steel furniture/equipment purchased ;
- (g) GFR-19, duly filled in with seal and signature;
- (h) Photocopies of Bills/Vouchers for books, furniture, equipments etc. purchased with the grant.
- (i) Photographs of the newly created Section ;

**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 and Annexure – II for financial assistance under the “Non-Matching Scheme of Financial Assistance to Develop Different Sections of General 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 Library :		
2.	Postal address of the applicant :		
	(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 or (ii) Rural Area	
	(viii) E-Mail ID		
3.	Nearest Railway Station/Bus Stop/ Land Mark		
4.	Name of the Organisation (As per registration certificate)		
5.	Date of establishment of the library : (Photocopy of the Society Registration Certificate/order for adopting the library under sponsorship scheme be attached, if any)		
6.	Status of the Library (Tick the appropriate)	SCL / Divisional / Sub-Divisional/ Mondal /District / City Central/Town /Municipal / Taluk / Tehsil / Branch / Rural/ Sponsored/Aided/Run by Local Body or LLA/Notified Area Authority/Non-Govt./NGO	
7.	In case of Government Libraries Designation & postal address of the Head of the Department		
8.	A. Total No. of registered members : B. Total No. of Children Members : C. Average No. of Children Readers per day: D. If there as separate section for Children?	A. B. C. D.	
9.	List of Furniture already available in the Library		
10.	The total no. of books and Magazines available in the library:	Books	Magazine
	A. General Section		
	B. Children Section		
	C. Women's Section		
	D. Senior Citizen Section		
	E. Neo-Literate Section		
	F. Career Guidance Section		
11.	Whether any grant is received from RRRLF.		

	If yes, particulars of the grant be furnished :	
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12.	Particulars of Sections	Date of Opening	No. of members	
	A. Children Section			
	B. Women's Section			
	C. Senior Citizen Section			
	D. Neo-Literate Section			
	E. Career Guidance Section			
13.	Particulars of financial assistance applied for with estimated expenditure	Books, Charts, Maps, toys & globes etc	Furniture & Equipments	Audio-visual materials for educational purpose
	A. Children Section			
	B. Women's Section			
	C. Senior Citizen Section			
	D. Neo-Literate Section			
	E. Career Guidance Section			
	Total Rs. :			
Extent of assistance: Rs. 1,00,000/- for Career Guidance Section and the rest @ Rs. 50,000/- for each of the other three sections. Note : Quotations from 4 (four) reputed firms with Comparative Statement to be provided with detailed description, specification, configuration, quantity, price etc. Financial assistance is limited to Rs. 2,50,000/-				

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.

List of Enclosures : Please see Check List.

Place: _____ Name of the applicant
 Date : _____ Designation
 _____ (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 deserves assistance from the RRRLF for development / opening of the following sections separately. A Senior 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, the details of which are furnished below .

01.	Women's Section	Rs.
02.	Senior Citizen Section	Rs.
03.	Neo-literate Section	Rs.
04.	Career Guidance Section	Rs.
	Total :	Rs.

(Maximum extent of assistance is limited to Rs.2,50,000/- per library per year)

Signature:

Place:

Name and designation of the Convener,

Date :

SLC/SLPC with Office Seal.

Check List for Development of RRRLF Knowledge Corner in Public Libraries

Sl. No.	Particulars	Check (Tick)
1	Forwarding Letter	
2	Application	
3	Copy of the Society Registration Certificate/Sponsorship Certificate.	
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 Women/ Senior Citizen/ Neo-literate/Career Guidance Section	
10	An undertaking to bear the liability in case of the proposal exceeds the extent of assistance.	
11	Recommendation of State Government / U.T. Administration	

Place :

Date :

Signature with Office Seal