

APPLICATION FOR GRANT UNDER THE NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TOWARDS ORGANIZATION OF SEMINAR/CONFERENCE BY THE PROFESSIONAL ORGANIZATIONS, LOCAL BODIES, NGOs ENGAGED IN PUBLIC LIBRARY DEVELOPMENT/LIBRARY MOVEMENT AND UNIVERSITY DEPARTMENT OF LIBRARY SCIENCE.

From:

(To be routed through the State Government/Union Territory Administration)

**To
The Director
Raja Rammohun Roy Library Foundation
Block-DD-34, Sector-I, Salt Lake
Kolkata-700064.**

Subject: Assistance towards organization of Seminar/Conference by Professional Organisations, Local Bodies and NGOs engaged in public Library development/library movement and University Department of Library Science.

Sir,

I submit herewith an application vide Annexure-I for a grant under the "Non Matching Scheme of Financial Assistance towards organization of Seminar/Conference by Professional Organisation, Local Bodies, NGOs engaged in public library development/library movement and University Departments of Library Science". I certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the management, I further agree to the following condition:

- (a) The accounts of the project shall be maintained properly and separately and shall be submitted to the RRRLF as and when asked for;
- (b) The organization undertakes to meet the balance of the estimated expenditure of the project/proposal.
- (c) The present application form duly filled-in is enclosed together with the required documents.
- (d) In case of failure to submit requisite documents in utilizing the grant within the stipulated period, the institution is liable to refund the entire amount.

Yours faithfully,

Place :

Signature of the applicant with
designation and office seal

Date :

Annexure-1

(All the columns are to be filled up properly by the applicant in English or Hindi (official language) in Capital letters)

- 1.A Name of the institution/organization sponsoring :
the project

- 1.B Postal address of the applicant :
 - I. Name of the Street/Row/Lane with premises no. if any
 - II. Village/Town, Via
 - III. Post Office
 - IV. District
 - V. State
 - VI. Name of Nearest Railway Station
 - VII. Pin code No.
 - VIII. STD Code No., Telephone No.(Route direction to reach the organization to be attached in separate sheet)

2. Date of registration (A copy of the Constitution/Memorandum of Association, copy of the latest available Annual Report, Audited Accounts and copy of the Society Registration Certificate are to be attached) :

3. (i) Theme/Topic of the Seminar/Conference :
(ii) Date, time & venue of the proposed seminar/conference :

4. Name & qualification of the resource persons :
(separate sheet be attached)

5. No. of delegates/participants :

6. Whether TA and DA will be paid, if so, to whom :
and for how many persons and at what rates.

7. Detail estimates of the seminar/conference :
(Item-wise details of the proposed expenditure)

8. Amount of assistance required :

9. Whether the institution is in a position to meet :
the balance expenditure, if so, mention the source from which the said funds will be obtained

10. Whether any grant is received from the RRRLF : Yes/No
under this scheme

If yes, give sanction letter No. & date :

12. Declaration

On behalf of the institution, 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. The cheque may be drawn in favour of

List of enclosures:

- (i) Copy of the Constitution/Memorandum of Association
- (ii) Copy of the Society Registration Certificate
- (iii) Latest available Annual Report
- (iv) Latest available Audited Accounts
- (v) Estimate for the seminar

Place : Signature of the applicant with
designation and office seal

Date :

APPLICATION FOR GRANT-IN-AID UNDER THE NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TO VOLUNTARY ORGANIZATIONS PROVIDING PUBLIC LIBRARY SERVICES.

From :

(To be routed through the State Govt./Union Territory Administration)

**To
The Director
Raja Rammohun Roy Library Foundation
Block : DD-34, Sector-I, Salt Lake City
Kolkata 700064**

Subject: Grant-in-aid the Non-Matching Scheme of Financial Assistance to Voluntary Organisations Providing Public Library Services.

Sir,

I submit herewith an application under the above mentioned scheme. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the management, I further agree to the following conditions:

- (a) All assets acquired wholly or substantially out of the grant shall not be encumbered or disposed of or utilized for purposes other than those for which grant is given. Should the organization cease to exist at any time, such properties revert to the Foundation;
- (b) The accounts of the scheme shall be properly maintained. They will always be open to check by an officer deputed by the Foundation or the State Govt./U.T. Administration. They shall also be open to test check by the Comptroller and Auditor General of India at his discretion;
- (c) If the Foundation or the State/U.T. Govt. have reasons to believe that the grant is not being utilized for approved purposes, the Foundation may stop payment of further installments and recover earlier amount in such manner as they may decide;
- (d) The organization shall exercise reasonable economy in its working. In case there is any increase in the cost of construction the grant of the Foundation will not be enhanced and the extra expenditure will have to be borne by the organization;

- (e) In case of grant for construction of building, the construction will be completed within a period of two years from the date of receipt of the first installment of grant unless further extension is granted by the Foundation;
- (f) No change in the approved plan of the building shall be made without the prior approval of the Foundation;
- (g) The organization undertakes to meet the balance of the estimated expenditure on the scheme;
- (h) The present application form duly filled in is enclosed together with the required documents;

Yours faithfully,

Place :

Date :

**Signature of the applicant
(Registered Voluntary Organization)
with his designation and office seal.**

ANNEXURE-I

(All the columns is to be completed by the applicant)

Part-I

1. Name & address with Pin Code No. of the Registered Voluntary Organization. **(As per Registration Certificate)** :
2. Name & address with Pin Code No. of the library run under the registered voluntary organization mentioned at Sl. No. 1 :
3. Date of establishment of the library :
4. (i) Whether registered as a Society or as a trust. If so, a copy of the registration certificate be enclosed. :
(ii) Date of registration :
5. Receipts & Payments Accounts, Income & Expenditure Account and Balance Sheet of the organization as a whole or of the library with Audit Certificate of the Chartered Accountant or a Govt. Auditor for the last three years be attached. :
6. Whether the library is located in its own or rented building. : (a)
(i) Whether the library has a reading room facility, if so, the area of the reading room to be mentioned.
(ii) The no. of persons as may sit together at a time in the reading room to be mentioned.
7. The total no. of manuscripts, books, magazine, journals and periodicals available in the library including children's section, if any. : (b) Magazine :
(c) Periodicals :
(d) Books :
(e) Manuscripts :
(f) Journals :
(g) Other :
8. (a) Is the library open to public without restriction. If not, give particulars. :
(b) Total no. of members of the library to be mentioned.
9. The average no. of persons visiting the library everyday. :
10. (a) Is there a separate section for Children? :
(b) Total no. of Children books in stock :
11. Whether the following services other than the reading facility on the premises and lending of books for home are available :

- (i) Reference Services :
 - (ii) Bibliographical Services :
 - (iii) Documentation Services :
 - (iv) Reprographical facilities and :
 - (v) Extension services, such as, :
lecture, study group, exhibition
etc.
12. Is the entire collection of the library classified and catalogued? Also indicate the system followed :
 13. Expenditure incurred for the purchase of books during the last three years, financial year-wise, be mentioned. :
 14. A statement indicating the furniture, equipment, already available in the library with its estimated cost, item-wise (if necessary separate sheet be attached). :
 15. Details of Grant, if any, received under this scheme since 1986-87 be mentioned. :
 16. Whether the organization has received grant under this scheme since 1886-87 in any other changed name or address or both, if so, particulars thereof. :

Place :

**Signature of the applicant
(Registered Voluntary Organization)
with his designation and office seal**

Date :

NB : ALL THE COLUMNS SHALL BE PROPERLY FILLED UP ON THE BASIS OF THE ACTUAL INFORMATION FAILING WHICH THE APPLICATION WILL BE REJECTED.

ANNEXURE-II

(To be filled by only those desiring grant for purchase of books, library furniture and equipment)

1. Name & Address of the library :
2. Total estimated item-wise expenditure towards books (including binding), furniture & equipment proposed to be purchased. :
- (a) Books: :
- (i) Books (Approximate number of books with prices to be purchased) _____
- (ii) Binding of old books limited to 10% of cost of books (Approximate number of old books to be bounded with cost there of) : Total: =====
- (b) Furniture & Equipment: :
- (i) Furniture such as Steel Almira, Steel Rack, Steel Reading Room Table, Fibre Moulded Chair.
- Original Quotation containing specification (length, breadth, height, gauge) quantity, price etc. be attached.** :
- (ii) Equipment such as Steel Cardex, Steel Catalogue Card Cabinet, T.V. :
- (iii) Copier Machine (prevailing market rate) : =====
- (iv) Computer with accessories & furniture : Total: =====
- Original Quotation containing specification (length, breadth, height, gauge, quantity, price etc. be attached.** :
3. How much assistance is required by the library. The amount asked for should not : (a) (i) Books
(ii) Binding _____

exceed 75% of total estimated cost shown against Sl. No.2

- (b) Furniture
- © Equipment

Total: _____

4. Whether the organization is in a position to meet the balance expenditure i.e. 25% of the total expenditure estimated on the purchase of books, furniture & equipment. If so, the source of the receipt be mentioned (Bank Certificate showing the balance as on date may be attached)

Place :

Date :

**Signature of the applicant
(Registered Voluntary Organisation)
with his designation and office seal**

ANNEXURE – III

(To be filled by only those desiring grant for Construction or Extension/addition of library building)

1. Name & address of the library :
- 1A. Description of the proposed construction i.e. :
Construction/ Extension of G.F., F.F., Second Floor etc.
2. Total estimated expenditure on the proposed construction, as per estimates. Total estimated expenditure should not exceed Rs. 6.00 lakhs. :
3. How long it will take to complete the construction (organization must complete the construction within two years from the date of receipt of the first installment) :
4. How much assistance is required by the organization to complete the construction. The amount asked for should not exceed 75% of the total estimated cost (shown against Sl. No. 2) or Rs. 4.50 lakhs, whichever is less. If the estimates of the proposed construction exceed Rs. 6.00 lakhs, an undertaking to bear the liability in excess of Rs. 6.00 lakhs be submitted in the separate sheet to complete the proposed construction in all respect. :

State the authority of Local Body viz.
Corporation, Municipality

5. Notified Area and Panchayat , who approved the building plan with seal and signature (Approved Ammonia Print building plan containing existing and proposed construction demarcating by different ink be attached) :
6. Please indicate whether the total estimated cost of the proposed construction of the building is based on State PWD/CPWD prevailing Schedule of rates and duly authenticated by a registered firm of Architect/Building Engineer/PWD/CPWD (Original details estimates floor-wise, containing certificate of prevailing PWD Schedules rates to be attached).
 - (i) **In case of proposed construction/extension of the Ground Floor based on estimates** :
 - (a) Total cost of construction upto plinth level. :

- (b) Total cost of construction upto roof level when roof has been laid. : Total (a+b+c) = Rs.
- (c) Total cost of the remaining work :
- (ii) **In case of construction/ extension of work other than Ground Floor** :
- (a) Total cost of construction upto linton level. : Total (a+b+c) = Rs.
- (b) Total cost of construction when the roof has been laid. :
- (c) Total cost of construction of the remaining work. :
7. Whether the library is at present housed? :
Whether it is in a rented accommodation or in its own building and whether it is a temporary construction or a pucca construction (A Photography of existing own building be attached).
- 7A. Whether the proposed construction will be adjacent to or on the place of existing building by demolishing the existing construction. Distance between existing and proposed construction be mentioned. :
8. Xerox Copy of the Original Registered Deed/Lease Deed of land or allotment letter of District Collector duly authenticated be attached. :
9. If the Registered Deed/Lease Deed of land or allotment letter of District Collector is in Regional language, an English version of the same duly authenticated be attached. :
10. A certificate from Government Pleader in Original as per Clause 8(vi)(b) be attached. :
11. Whether the organization is in apposition to meet the balance of expenditure i.e. 25% of the total estimated expenditure or balance thereafter for construction of library building. If so, the source of the receipt be mentioned. :

12. **Declaration:**

On behalf of the organization I solemnly declare that the particulars furnished above are true. I certify that I have read the rules and regulations of the scheme of the Foundation and I undertake to abide by them.

Place :

**Signature of the applicant
(Registered Voluntary Organization)
with his designation and office seal**

Date :

Part – II
Recommendation of the state/government/union territory administration

The application of(name of the registered organization) is forwarded, duly recommended, to the Director, Raja Rammohun Roy Library Foundation with the following comments:

- (i) That a Senior Officer of the Department has inspected the organization;
- (ii) The organization is registered (under Indian Societies Registration Act, XXI of 1860 or any equivalent State Act or a Public Trust Registered under any law for the time being in force);
- (iii) That the application has been examined and that the proposal is found to be eligible under the scheme;
- (iv) That the proposal for which the application is being recommended is absolutely essential for the development/ expansion off the Institution in the field of library services for the following reasons:

- (v) That the organization is not run for profit to any individual or a body of individuals;
 - (vi) That the land for the construction of building is owned by the organization;
 - (vii) That the accommodation proposed to be constructed conforms to be standards laid by the State/U.T. Governments;
 - (viii) That the rate of the proposed construction are not more than the prevailing PWD Schedule of the rates for similar work;
2. Certified that the applicant library is open to all and its use is not restricted.
 3. While recommending the application the following checks have been made.

(To be filled in by the organization and checked by the State Government/U.T. Administration Authority recommending the grant)

- | | | | | |
|------|---|---|-----|-----|
| i) | Has the name of the organization been mentioned clearly? | : | Yes | No. |
| ii) | Whether the organization is registered under the Indian Societies Registration Act, XXI of 1860 or any other equivalent State Act or a Public Trust Registered under any law for the time being in force? | : | Yes | No. |
| iii) | Whether an attested copy of the registration certificate is enclosed? | : | Yes | No |
| iv) | Whether the purpose for which financial assistance is sought been stated clearly? | : | Yes | No. |
| v) | Has the total estimated expenditure been stated in the application? | : | Yes | No. |
| vi) | Has the source from which the matching funds or their share of expenditure is proposed to be met, been mentioned? | : | Yes | No. |
| vii) | Is a copy of the Memorandum of Association/Constitution attached to the application? | : | Yes | No. |

- | | | | |
|-------|--|-------|-----|
| viii) | Has a copy of the list of Board of Management/Governing Body/ Managing Committee of the organization together with address and occupation of each member been attached? | : Yes | No. |
| ix) | Has a copy of the latest Annual Report been attached? | : Yes | No. |
| x) | Have all the three Audited Accounts viz. Receipts & Payments Accounts, Income & Expenditure Account and Balance Sheet for the last three years for the organization as a whole or the library been attached? | : Yes | No. |
| xi) | Have the details of estimated expenditure for purchase of books, furniture and equipment and construction of building been attached? | : Yes | No. |
| xii) | Has the approved plan for the construction of building been attached? | : Yes | No. |
| xiii) | Has the certificate from Government Pleader been attached? | : Yes | No. |
| xiv) | Has the Xerox copy of the original registered deed/registered lease deed or allotment letter of District Collector been attached? | : Yes | No. |
| xv) | If the registered deed/registered lease deed or allotment letter of District Collector in regional language, has a English version of the same duly authenticated been attached. | : Yes | No. |

4. The State Government/U.T. Administration recommended that the following grants may be given by the **Raja Rammohun Roy Library Foundation, Kolkata.**

Items
Amount of Grant (Rs.)

Date :

(Signature)
Designation of the Convener,
SLC with Office Seal

Note: 1. The Officer signing this certificate should be Convener of State Library Committee to the State Government/U.T. Administration.

- 2. Please strike-out whichever clause is not applicable.**

APPLICATION FOR GRANTS UNDER THE NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TO CHILDREN'S LIBRARIES OR CHILDREN'S SECTION, WOMEN SECTION, SENIOR CITIZEN SECTION, NEW-LITERATE SECTION OF GENERAL PUBLIC LIBRARIES.

From:

(To be routed through the Convener, State Library Committee/State Library Planning Committee of the concerned State Government/Union Territory Administration)

**To
The Director
Raja Rammohun Roy Library Foundation
Block : DD-34, Sector-I, Salt Lace City
Kolkata 700064**

Subject: Assistance to Children's Libraries or Children's Section, women section, senior citizen section neo-literate section of General Public Libraries.

Sir,

I submit herewith an application in the prescribed form vide Annexures I/II/III/IV/V & VI for a grant under "Non Matching Scheme of Financial Assistance to Children's Library or children's section, women section, senior citizen section, new-literate section of General Public Libraries". I certify that I have read the Rules and Regulations of the Scheme and I undertake to abide by them. On behalf of the Management, I further agree to the following conditions:

- (a) All assets acquired wholly or substantially out of the RRRLF's grant shall not be encumbered or disposed of or utilized for purposes other than that for which grant is sanctioned. Should the library cease to exist at any time, such properties shall revert to the RRRLF.
- (b) The accounts of the scheme shall be reflected in the annual final accounts of the organization/institution/library. This shall also be opened to test check by the RRRLF or the concerned State Government/U.T. Administration.
- (c) Utilization Certificate together with the relevant documents as per clause 20A/20B of the scheme shall be submitted to the RRRLF on completion of the final accounts of the organization/institution/library for the year for which it was utilized.
- (d) In case of failure to utilize the grant within the stipulated period and to submit requisite documents in utilizing the grant, I undertake to refund the grant or part there of.

Yours faithfully,

Place :

Signature of the applicant
with designation and office seal

Date :

*** Strike out which is not applicable.**

ANNEXURE-I

APPLICATION FOR FINANCIAL ASSISTANCE FOR PURCHASE OF CHILDREN BOOKS AND FURNITURE/EQUIPMENT FOR CHILDREN'S LIBRARIES OR CHILDREN SECTION OR GENERAL PUBLIC LIBRARIES.

[All columns are to be filled up by the applicant properly in English or Hindi (official language) in capital letters]

1. Name and address of the applicant (as per Society Registration Certificate, where applicable).

2. Name of the Library run by the Government/Autonomous Body/ Local Body/ Other Organisations, including NGOs for whom assistance is sought for.

3. If Government/State Autonomous Body/ Local Body:
 - (a) Give name and address of the Head of the Department
 - (b) Designation of Drawing and Disbursing Officer (DDO) responsible to receive assistance and submit Utilization Certificate and other documents for settlement of the grant

4. If a Registered Society/Trust/Sponsored Library, mention the number and date of the registration/sponsorship Certificate:- (A copy of the of the Society Registration Certificate/Sponsorship Certificate, copy of the constitution, list of present members of the Executive Committee, copy of the latest Annual Report, and Audited Receipts and Payments Accounts, Income and Expenditure Accounts and Balance Sheet with Audit Report from a Chartered Accountant or a Government Auditor of the preceding year are to be enclosed)

5. Status of the applicant
(Strike out if it is not applicable)

Government/State Autonomous Body/Local Body/Registered Non-government Library/Sponsored Library/Jawahar Bal Bhavan (JBB) etc.

- 6.(a) (i) Date of establishment of General Public Library/Date of establishment of Children Library.
(ii) Date of establishment of the children's section of general public library.

- (b) Whether the library is located in its own or rented building or rent free accommodation (floor-wise plinth area be mentioned)
- © Whether the library has a reading room facility, if so, the plinth area of the reading room be mentioned.
- (d) The Number of persons as may sit together at a time in the reading room to be mentioned:
- i) General Section
 - ii) Children Section
- (e) Is there a separate section for children? If so, mentioned the Plinth area.
- (f) Average number of readers and borrowers per day:
- | | | |
|------------|--------------|---------------|
| Readers: | General Sec. | Children Sec. |
| Borrowers: | | |
- (g) List of furniture already available in the children's library or children's section of general public library
- (h) Total plinth area of the Children Section.
7. (i) Total number of books in Stock:
- (a) Children's Section
 - (b) Others
- (ii) Total Number of the periodicals and magazines in stock
- (a) Children's Section
 - (b) Others
- (iii) Total number of the children members in the library.
8. (a) Whether any grant has been received from any other source for the said purpose, if so, give particulars yearwise.
- (b) Whether any grant is received from the RRRLF, since 1987-88 under this scheme, if so, sanction letter number with date shall be mentioned
9. **Particulars of the grant applied for with estimates.**
- (Extent of assistance is limited to Rs.25000/- in which 60% is to be spent for purchase of children books)

NOTE: PROPOSAL FOR PURCHASE OF FURNITURE/EQUIPMENT ONLY WILL NOT BE ENTERTAINED.

(a) (i) Children Book Rs.

(Children Books shall be Rs. 15000/- net)

(ii) Maps, Charts, Globes, Education Toys for Children Rs.

(b) Purchase of Display Board, Steel Almirah/Steel Rack/Steel Book Case/Steel Reading Table, Fibre Arm Chairs for Children.

(Original Quotation containing description, detail specification, quantity, price shall be attached).

© Purchase of audio-visual materials for educational purpose viz. TV, Tape Recorder, Educational Audio Cassettes (Original Quotation containing makes, model number, price quantity shall be attached). Rs.

Total [(a)(i)+(a)(ii)+(b)+(c)] shall not exceed Rs.25000/- Rs.

DECLARATION

On behalf of the Children's Library/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. The account payee cheque may be drawn in favour of ".....".

Place :

Signature of the applicant
with designation and office seal

Date :

NOTE: Original quotation for items of steel furniture proposed to be purchased should be enclosed.

ANNEXURE-II

APPLICATION FOR FINANCIAL ASSISTANCE FOR WOMEN SECTION OF GENERAL PUBLIC LIBRARIES OR TO OPEN SEPARATE WOMEN SECTION IN THE GENERAL PUBLIC LIBRARIES.

[All columns are to be filled up by the applicant properly in English or Hindi (official language) in capital letters]

1. Name and address of the applicant (as per Society Registration Certificate, where applicable).
2. Name of the Library run by the Government/ Autonomous Body/Local Body/Other Organisations, including NGOs for whom assistance is sought for.
3. If Government/State Autonomous Body/Local Body:-
 - c) Give name and address of the Head of the Department.
 - d) Designation of Drawing and Disbursing Officer (DDO) responsible to receive assistance and submit Utilization Certificate and other documents for settlement of the grant.
4. If a Registered Society/Trust/Sponsored Library, mention the number and date of the registration/sponsorship Certificate:- (A copy of the of the Society Registration Certificate/ Sponsorship Certificate, copy of the constitution, list of present members of the Executive Committee, copy of the latest Annual Report, and Audited Receipts and Payments Accounts, Income and Expenditure Accounts and Balance Sheet with Audit Report from a Chartered Accountant or a Government Auditor of the preceding year are to be enclosed)
5. Status of the applicant
(Strike out if it is not applicable)

Government/State Autonomous
Body/Local Body/Registered Non-
government Public
Library/Sponsored Library
- 6.(a) Date of establishment of General Public Library.
- (b) Whether the library is located in its own or rented building or rent free accommodation (floor-wise plinth area be mentioned)
- © Whether the library has a reading room facility,

- if so, the plinth area of the reading room be mentioned.
- (d) The Number of persons as may sit together at a time in the reading room to be mentioned:
 (i) General Section
 (ii) Women Section
- (e) a) Whether any cubicle can be provided for women section separately within the existing library building, if so, plinth area to be mentioned.
 b) Number of women may sit together at a time for reading purpose in the said cubicle.
- (f) a) Whether the library has separate section for women, if so, the date of establishment of the women section of the library.
 b) Proposed date of establishment of women section in General Public Library.
 c) Expected women readers would be available
- (g) Average number of readers and borrowers per day:
- | | <u>General Sec.</u> | <u>Women Sec.</u> |
|------------|---------------------|-------------------|
| Readers: | | |
| Borrowers: | | |
- (h) List of furniture already available in the women section of general public library.
- (i) Total plinth area of the Women Section.
7. (i) Total number of books in stock
 (a) Women Section
 (b) Others
 (ii) Total number of the periodicals and magazines in stock
 (a) Women Section
 (b) Others
 (iii) Total number of the women members in the library.
8. (a) Whether any grant has been received from any other source for the said purpose, if so, give particulars yearwise.
 (b) Whether any grant is received from the RRRLF, since 1987-88 under this scheme, if so, sanction letter number with date shall be mentioned.

9. **Particulars of the grant applied for with estimates.**

(Extent of assistance is limited to Rs.20000/- in which 60% is to be spent for purchase of books for the women folk).

NOTE: PROPOSAL FOR PURCHASE OF FURNITURE/ EQUIPMENT ONLY WILL NOT BE ENTERTAINED

(a) Purchase of books for women (proposal Rs. for purchase of books for women shall not be less than Rs.12,000/-).

(b) Purchase of Display Board, Steel Rs. Almirah/Steel Rack/Steel Book Case/ Steel Reading Table, Fibre Arm Chairs for women. (Original Quotation containing description, detail specification, quantity, price shall be attached estimates shall not be exceed Rs. 8,000/-).

Total [(a)+(b)] shall not exceed Rs. Rs.20,000/-

DECLARATION

On behalf of the Institution/Organisation, I solemnly declare that the particulars furnished above are true. I certify that I have read the Rules and Regulation of the Scheme and I undertake to abide by them. The account payee cheque may be drawn in favour of ".....".

Place :

Signature of the applicant
with designation and office seal

Date :

NOTE: Original quotation for items of steel furniture proposed to be purchased should be enclosed.

ANNEXURE-III

APPLICATION FOR FINANCIAL ASSISTANCE FOR SENIOR CITIZEN SECTION OF GENERAL PUBLIC LIBRARIES OR TO OPEN SEPARATE SENIOR CITIZEN SECTION IN THE GENERAL PUBLIC LIBRARIES.

[All columns are to be filled up by the applicant properly in English or Hindi (official language) in capital letters]

1. Name and address of the applicant (as per Society Registration Certificate, where applicable).
2. Name of the Library run by the Government/ Autonomous Body/Local Body/Other Organisations, including NGOs for whom assistance is sought for.
3. If Government/State Autonomous Body/Local Body:-
 - a) Give name and address of the Head of the Department.
 - b) Designation of Drawing and Disbursing Officer (DDO) responsible to receive assistance and submit Utilization Certificate and other documents for settlement of the grant.
4. If a Registered Society/Trust/Sponsored Library, mention the number and date of the registration/sponsorship Certificate:- (A copy of the of the Society Registration Certificate/ Sponsorship Certificate, copy of the constitution, list of present members of the Executive Committee, copy of the latest Annual Report, and Audited Receipts and Payments Accounts, Income and Expenditure Accounts and Balance Sheet with Audit Report from a Chartered Accountant or a Government Auditor of the preceding year are to be enclosed)
5. Status of the applicant
(Strike out if it is not applicable)

Government/State	Autonomous
Body/Local Body/Registered	Non-
government	Public
Library/Sponsored Library	
- 6.(a) Date of establishment of General Public Library/date of establishment of senior citizen section of the Library.
- (b) Whether the library is located in its own or rented building or rent free accommodation (floor-wise plinth area be mentioned)
- © Whether the library has a reading room facility,

- if so, the plinth area of the reading room be mentioned.
- (d) The Number of persons as may sit together at a time in the reading room to be mentioned:
 (i) General Section
 (ii) Senior Citizen Section
- (e) a) Whether any cubicle can be provided for senior citizen section separately within the existing library building, if so, plinth area to be mentioned.
 b) Number of senior citizen may sit together at a time for reading purpose in the said cubicle.
- (f) a) Whether the library has separate section for senior citizen, if so, the date of establishment of the senior citizen section of the library.
 b) Proposed date of establishment of senior citizen section in General Public Library.
 c) Expected senior citizen readers would be available
- (g) Average number of readers and borrowers per day:
- | | <u>General Sec.</u> | <u>Sr. Citizen Sec.</u> |
|------------|---------------------|-------------------------|
| Readers: | | |
| Borrowers: | | |
- (h) List of furniture already available in the Senior Citizen section of general public library.
- (i) Total plinth area of the Senior Citizen Section.
7. (i) Total number of books in stock
 (a) Senior Citizen Section
 (b) Others
 (ii) Total number of the periodicals and magazines in stock
 (a) Senior Citizen Section
 (b) Others
 (iii) Total number of the Senior Citizen members in the library.
8. (a) Whether any grant has been received from any other source for the said purpose, if so, give particulars yearwise.
 (b) Whether any grant is received from the RRRLF, since 1987-88 under this scheme, if so,

sanction letter number with date shall be mentioned.

9. **Particulars of the grant applied for with estimates.**

(Extent of assistance is limited to Rs.15000/- in which 60% is to be spent for purchase of books for the senior citizen books).

NOTE: PROPOSAL FOR PURCHASE OF FURNITURE/ EQUIPMENT ONLY WILL NOT BE ENTERTAINED

(a) Purchase of books for Senior Citizen Rs.
(proposal for purchase of books for senior citizen shall not be less than Rs.9000/-)

(b) Purchase of Display Board, Steel Rs.
Almirah/Steel Rack/Steel Book Case/ Steel Reading Table, Fibre Arm Chairs for Senior Citizen. (Original Quotation containing description, detail specification, quantity, price shall be attached estimates shall not be exceed Rs. 6,000/-).

Total [(a)+(b)] shall not exceed Rs. Rs.15,000/-

DECLARATION

On behalf of the Institution/Organisation, I solemnly declare that the particulars furnished above are true. I certify that I have read the Rules and Regulation of the Scheme and I undertake to abide by them. The account payee cheque may be drawn in favour of ".....".

Place :

Signature of the applicant
with designation and office seal

Date :

NOTE: Original quotation for items of steel furniture proposed to be purchased should be enclosed.

ANNEXURE-IV

APPLICATION FOR FINANCIAL ASSISTANCE FOR NEO-LITERATE SECTION OF GENERAL PUBLIC LIBRARIES OR TO OPEN SEPARATE SENIOR CITIZEN SECTION IN THE GENERAL PUBLIC LIBRARIES.

[All columns are to be filled up by the applicant properly in English or Hindi (official language) in capital letters]

1. Name and address of the applicant (as per Society Registration Certificate, where applicable).
2. Name of the Library run by the Government/ Autonomous Body/Local Body/Other Organisations, including NGOs for whom assistance is sought for.
3. If Government/State Autonomous Body/Local Body:-
 - a) Give name and address of the Head of the Department.
 - b) Designation of Drawing and Disbursing Officer (DDO) responsible to receive assistance and submit Utilization Certificate and other documents for settlement of the grant.
4. If a Registered Society/Trust/Sponsored Library, mention the number and date of the registration/sponsorship Certificate:- (A copy of the of the Society Registration Certificate/ Sponsorship Certificate, copy of the constitution, list of present members of the Executive Committee, copy of the latest Annual Report, and Audited Receipts and Payments Accounts, Income and Expenditure Accounts and Balance Sheet with Audit Report from a Chartered Accountant or a Government Auditor of the preceding year are to be enclosed)
5. Status of the applicant
(Strike out if it is not applicable)

Government/State	Autonomous
Body/Local	Body/Registered
Non-government	Public Library/Sponsored
	Library
- 6.(a) Date of establishment of General Public Library/date of establishment of Neo-Literate Section of the Library.
- (b) Whether the library is located in its own or rented building or rent free accommodation (floor-wise plinth area be mentioned)

- © Whether the library has a reading room facility, if so, the plinth area of the reading room be mentioned.
- (d) The Number of persons as may sit together at a time in the reading room to be mentioned:
 (i) General Section
 (ii) Neo-Literate Section
- (e) a) Whether any cubicle can be provided for Neo-Literate section separately within the existing library building, if so, plinth area to be mentioned.
 b) Number of Neo-Literate may sit together at a time for reading purpose in the said cubicle.
- (f) a) Whether the library has separate section for Neo-Literate, if so, the date of establishment of the Neo-Literate section of the library.
 b) Proposed date of establishment of Neo-Literate section in General Public Library.
 c) Expected Neo-Literate readers would be available
- (g) Average number of readers and borrowers per day:
- | | <u>General Sec.</u> | <u>Neo-Literate Sec.</u> |
|------------|---------------------|--------------------------|
| Readers: | | |
| Borrowers: | | |
- (h) List of furniture already available in the Neo-Literate section of general public library.
- (i) Total plinth area of the Neo-Literate Section.
7. (i) Total number of books in stock
 (a) Neo-Literate Section
 (b) Others
 (ii) Total number of the periodicals and magazines in stock
 (a) Neo-Literate Section
 (b) Others
 (iii) Total number of the Neo-Literate members in the library.
8. (a) Whether any grant has been received from any other source for the said purpose, if so, give particulars yearwise.
 (b) Whether any grant is received from the RRRLF, since 1987-88 under this scheme, if so,

sanction letter number with date shall be mentioned.

9. **Particulars of the grant applied for with estimates.**

(Extent of assistance is limited to Rs.10000/- in which 60% is to be spent for purchase of Neo-Literate literature published by National Literacy Mission, State Literacy Missions and State Resource Centres).

NOTE: PROPOSAL FOR PURCHASE OF FURNITURE/ EQUIPMENT ONLY WILL NOT BE ENTERTAINED

(a) Purchase of books for Neo-Literate Rs.
(proposal for purchase of books for senior citizen shall not be less than Rs.6000/-)

(b) Purchase of Display Board, Steel Rs.
Almirah/Steel Rack/Steel Book Case/ Steel Reading Table, Fibre Arm Chairs for Neo-Literate. (Original Quotation containing description, detail specification, quantity, price shall be attached estimates shall not be exceed Rs. 4,000/-).

Total [(a)+(b)] shall not exceed Rs. Rs.10,000/-

DECLARATION

On behalf of the Institution/Organisation, I solemnly declare that the particulars furnished above are true. I certify that I have read the Rules and Regulation of the Scheme and I undertake to abide by them. The account payee cheque may be drawn in favour of ".....".

Place :

Signature of the applicant
with designation and office seal

Date :

NOTE: Original quotation for items of steel furniture proposed to be purchased should be enclosed.

ANNEXURE-V

List of enclosures attached:-

A. IN CASE OF NON-GOVERNMENT REGISTERED ORGANIZATION/ SPONSORED LIBRARY/JBB	IN CASE OF GOVERNMENT/STATE AUTONOMOUS BODY/LOCAL BODY
<p>(i) Copy of the society Registration Certificate/Trust Deed/Sponsorship Certificate</p> <p>(ii) Copy of the Constitution/memorandum of Association</p> <p>(iii) Latest Annual Report</p> <p>(iv) Audited Annual Accounts viz. Receipts and Payments Accounts, Income and Expenditure Accounts and Balance sheet alongwith the audit report from a Chartered Accountant or a Government Auditor of the organization/institution/ library as a whole of the preceding year.</p> <p>(v) Original quotation for items of steel furniture and equipment proposed to be purchased containing description, specification (length, breadth, height and gauge), quantity, price and in case of TV and Tape-recorder, make, model no., price in English or in Hindi (official language).</p> <p>(vi) An Undertaking to bear the liability in case the proposal exceeds the extent of assistance, item-wise, mentioned in the Rules.</p> <p>(vii) A photograph of the Children/Women/Senior Citizen/Neo-Literate Section already exist.</p>	<p>(i) Original quotation for items of steel furniture and equipment proposed to be purchased containing description, specification (length, breadth, height and gauge), quantity, price and in case of TV and Tape-recorder, make, model no., price in English or in Hindi (official language)</p> <p>(ii) An Undertaking to bear the liability in case the proposal exceeds the extent of assistance item-wise mentioned in the Rules.</p> <p>(iii) A photograph of the Children/Women/Senior Citizen/Neo-Literate Section already exist.</p>

Place :

Signature of the applicant
with designation and office seal

Date :

ANNEXURE-VI

TO BE USED BY THE CONVENER, STATE LIBRARY COMMITTEE

RECOMMENDATION

This is to certify that (name of the library in capital letters)
..... **A**
Children's Library/General Public Library having children section/women
Section/senior citizen section/neo-literate section deserves assistance from the RRRLF
for its development. Besides, the library authority desires to open women section/senior
citizen section/neo-literate section separately within the existing library building. The
amount of assistance recommended is Rs.....
(Rupees.....).

Place :

Date :

Signature
Name & Designation of the
Convener, SLC/SLPC office seal

*** Strike out which is not applicable**

APPLICATION FOR GRANTS UNDER THE 'NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TOWARDS ESTABLISHMENT OF RRRLF CHILDREN CORNER'.

From:

To
The Director
Raja Rammohun Roy Library Foundation
Block : DD-34, Sector-I, Salt Lacc City
Kolkata 700064

Subject: Application for 'Non-matching Scheme of Financial Assistance Towards Establishment of RRRLF Children Corner'.

Sir,

I submit herewith an application in the prescribed form vide Annexure-I for a grant under 'Non Matching Scheme of Financial Assistance towards establishment of RRRLF Children Corner'. I certify that I have read the Rules and Regulations of the Scheme and I undertake to abide by them. On behalf of the Management, I further agree to the following conditions:

- (a) All assets acquired wholly or substantially out of the RRRLF's grant shall not be encumbered or disposed of or utilized for purposes other than that for which grant is given. Should the library cease to exist at any time, such properties shall revert to the RRRLF.
- (b) The accounts of the scheme shall be reflected in the annual accounts of the organization/institution/library. This shall also be opened to test check by the RRRLF or the concerned State Government/Union Territory Administration.
- © Utilisation Certificate together with the relevant documents as per Clause 21A/21B of the scheme shall be submitted to the RRRLF within stipulated period.
- (d) The organization/institution/library undertakes to meet the balance of the estimated expenditure if the approved project proposal exceeds the maximum limit.
- (e) In case of failure to utilize the grant within the stipulated period and to submit requisite documents in utilizing the grant, I undertake to refund the grant or part there of RRRLF.

Yours faithfully,

Place :

Signature of the applicant
with designation and office seal

Date :

ANNEXURE-I

APPLICATION FOR GRANTS UNDER THE SPECIAL NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TOWARDS ESTABLISHMENT OF RRRLF CHILDREN'S CORNER.

[All columns are to be filled up by the applicant properly in English or Hindi (official language) in capital letters]

1. Name and address of the applicant (as per Society Registration Certificate, where applicable).
2. Postal Address of the Applicant
 - (i) Name of the street with premises
 - (ii) Town/Village
 - (iii) District
 - (iv) Pin Code
 - (v) Telephone (with STD Code/Fax/E-mail number
 - (vi) Post Office
 - (vii) State
 - (viii) Name of the nearest Railway Station
3. Name of the library run by the Government/Autonomous Body/Local Body/Other organizations, including NGOs for which assistance is sought for.
4. If Government/State Autonomous Body/ Local Body:
 - a) Give name and address of the Head of the department & Head of Office.
 - b) Designation of Drawing and Disbursing Officer (DDO) responsible to receive assistance and submit Utilisation Certificate and other documents for settlement of the grant.
5. If a Registered Society/Trust/Sponsored Library, mention the number and date of the registration/sponsorship Certificate:- (A copy of the Society Registration Certificate/Sponsorship Certificate, copy of the constitution, list of present

members of the Executive Committee, copy of the latest Annual Report, and Audited Receipts and Payments Accounts, Income and Expenditure Accounts and Balance Sheet with Audit Report from a Chartered Accountant or a Government Auditor of the preceding year are to be enclosed).

6. Status of the applicant
(Strike out which is not applicable)
- Government/State Body/Local Non-government Library/Sponsored Library/jawahar (JBB) Autonomous Body/Registered Public Bal Bhavan
- 7.a) i) Date of establishment of the Library
- ii) Date of the establishment of the Children Section
- b) Whether the library is located in its own or rented building or rent free accommodation (floor-wise plinth area be mentioned)
- c) Whether the library has a reading room facility, if so, the plinth area of reading room be mentioned.
- d) Whether the library has a children section (separately), if so, the plinth area of children section be mentioned.
- e) Whether the library has any spare space to open a new section, if so, plinth area to be mentioned.
- f) Is there a separate section for children? Is so, mention the number of children books in stock?
- g) Average number of readers and borrowers per day. Readers
Borrowers
- h) List of furniture already available in the children library or children's section of general public library.
8. i) Total number of books in Stock
- a) Children's Section
- b) Other
- ii) Total number of periodicals and magazine in stock
- a) Children's Section
- b) Other

- iii) Total number of children members in the library
9. a) Whether any grant has been received from any other source for the said purpose, if so, give particulars
- b) Whether any grant is received from the Foundation since 1987-88 under Children's Scheme, if so, sanction letter number with date shall be mentioned.
10. Particulars of the grant applied for with estimates (Extent of assistance is limited to Rs. 1.5lakh in which 30% is to be spent for purchase of children books)
- | | | | |
|----|-------|---|-----|
| a) | i) | Children books | Rs. |
| | ii) | Children comics | Rs. |
| | iii) | Brochures | Rs. |
| | iv) | Charts, maps, globes, toys, learning games etc. | Rs. |
| | v) | Audio-visual materials viz. DCs, DVDs, Cassettes, TVs Etc. | Rs. |
| | vi) | Specially designed book racks, reading tables and chairs | Rs. |
| | vii) | Computers with multimedia kits, software and internet connectivity etc. | Rs. |
| | viii) | Special furnishing, decoration, colours etc. | Rs. |
| | | Total a(i) to (viii) | Rs. |

DECLARATION

On behalf of the Children's Library/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. The account payee cheque may be drawn in favour of ".....".

List of Enclosures attached:

For Non-Government Registered Organisation/Sponsored Library/Jawahar Bal Bhavan:

- i) Copy of Society Registration Certificate/Trust Deed/Sponsorship Certificate;
- ii) Copy of Constitution/Memorandum of Association;
- iii) Latest Annual Report;
- iv) Last three years audited accounts(3 sets) alongwith Audit Report from Chartered Accountant or Government Auditor of the organization as a whole;

- v) Original quotation for items to be purchased in English or Hindi;
- vi) An Undertaking to bear the liability in case of the proposal exceeds the extent of assistance.

For Government/State Autonomous Body/Local Body:-

- i) Original quotation for items to be purchased in English or in Hindi;
- ii) An Undertaking to bear the liability in case of proposal exceeds the extent of assistance.

Place :

Signature of the applicant
with designation and office seal

Date :

Place :

Date :

APPLICATION FOR GRANT UNDER THE RRRL'S NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TO LIBRARIES TOWARDS CELEBRATION OF 50/60/75/100/125/150 YEARS AND LIKE.

From:

(To be routed through the Convener, State Library Committee/state Library Planning Committee of the concerned State Government/Union Territory Administrations)

**To
The Director
Raja Rammohun Roy Library Foundation
Block : DD-34, Sector-I, Salt Lake City
Kolkata 700064**

Subject: Assistance to Libraries towards Celebration of 50/60/75/100/125/150 Years and like.

Sir,

I submit herewith an application vide Annexure-I and II for a grant under the scheme, "Non-matching Scheme of Financial Assistance to 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. On behalf of the management, I further agree to the following conditions:

- (a) All assets acquired wholly or substantially out of the grant shall not be encumbered or disposed of or utilized for purposes other than that those for which grant is sanctioned. Should the library cease to exist at any time, such properties shall revert to the RRRLF.
- (b) The accounts of the project/proposal shall be properly and specifically reflected in the annual accounts of the library. This shall also be open to test check by the RRRLF;
- (c) Utilization Certificate will be submitted to the RRRLF as soon as the celebration is over. A copy of the Audited Statement of Accounts will be submitted showing the expenditure of the grant on completion of the final accounts of the library.
- (d) The organization undertakes to meet the balance of the estimated expenditure of the project cost in case the project proposal exceeds the maximum admissible limit(s).
- (e) In case of failure to utilize the grant within the stipulated period and to submit requisite documents in utilizing the grant, I undertake to refund the grant or part there of.

Yours faithfully,

Place :

Signature of the applicant
with designation and office seal

Date :

ANNEXURE-I

**[All columns are to be filled up properly by the applicant in English or Hindi
(official language) in capital letters]**

1. Name and address of the applicant in Capital Letter (as per Registration Certificate, where applicable).
2. Name of the Library run by the government/Municipality/other organizations, including NGOs.
3. If Government/State Autonomous Body/ Local Body:
 - a) Give the name and address of the Head of the Department & Head of Office.

Designation of Drawing and Disbursing Officer (DDO) responsible to receive assistance and submit Utilization Certificate and other documents for settlement of the grant.
4. If a Registered Society/Trust/Sponsored Library, mention the number and date of the registration/sponsorship Certificate:- (A copy of the Society Registration Certificate/Sponsorship Certificate, copy of the constitution, list of present members of the Executive Committee, copy of the latest Annual Report, and Audited Receipts and Payments Accounts, Income and Expenditure Accounts and Balance Sheet with Audit Report from a Chartered Accountant or a Government Auditor of the preceding year are to be enclosed).
5. a) Purpose of grant

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

(Strike out which is not applicable)

 - b) Mention the probable date with detailed programme of the celebration (if needed, separate sheet be attached)
6. Date of establishment of the library, First printed Annual Report/documentary evidence be attached.
7. Whether the library is located in its own or rented building or rent free accommodation
8. Particulars of staff with designation (if needed, separate sheet be attached)

9. Total number of books and periodicals **Books:**
10. Average no. of readers and borrowers per day **Periodicals:**
11. Source of income – grant from government (Central and State), donation from public, subscription from members etc. **Readers:**
12. Whether any grant is received from any other source for the same purpose, give particulars **Periodicals:**
13. Whether any grant is received from the Foundation since 1990-91 under this scheme, if so sanctioned letter no. with date shall be mentioned.
14. Particulars of grant applied for with estimates:
- a) Organisation of seminar/workshop befitting the occasion for a maximum amount of Rs. 10000/- detailed estimate to be attached.
- b) Purchase of books (including 10% books binding) for a maximum amount of Rs. 20,000/- **(i) Books Rs.**
(ii) Binding Rs.
- c) Purchase of furniture like almirah rack, etc. for a maximum amount of Rs. 20,000/- Estimate/quotation to be attached. **(i) Almirah**
(ii) Rack
(iii) Reading room furniture
(iv) Others
- d) Purchase of Copier Machine as per the market price. Estimate/quotation to be attached.
- e) Purchase of computer with accessories and furniture for a maximum amount of Rs.50,000/- Rs. 1 lakh. Estimate/quotation to be attached.
- f) Renovation of the library building by means of painting, white washing and repairing etc., for a maximum amount of Rs.50,000/-. (Detailed estimates from the PWD Engineer/architect having certification that the estimates have been prepared as per prevailing PWD/CPWD Schedules of rates to be attached).
- g) Organisation of cultural function, debate, essay competition on a topic of library movement, national integration etc., for a maximum amount of Rs.10,000/-. Estimates to be attached.
- h) Publishing commemorative volume of educational and cultural value but not a souvenir for a maximum amount of Rs.10,000/-. Estimates to be attached.
- i) Giving cash award in cash or kind to the staff of

the library as a mark of dedication, efficiency and trustworthiness for a maximum amount of Rs.2,000/- each for (5) persons.

Grand total shal not exceed Rs.1.0 lakh; 1.50 lakh; 1.0 lakh; 10,000/- and 15,000/- as the case may be.

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. The sanctioned grant may be drawn in favour of ".....".

Yours faithfully,

Place :

Signature of the applicant
with designation and office seal

Date :

ANNEXURE – II

LIST OF ENCLOSURES ATTACHED:-

IN CASE OF NON-GOVERNMENT REGISTERED ORGANIZATION/ SPONSORED LIBRARY/JBB	IN CASE OF GOVERNMENT/STATE AUTONOMOUS BODY/LOCAL BODY
<p>a) Copy of the society Registration Certificate/Trust Deed/Sponsorship Certificate</p> <p>b) Copy of the Constitution/memorandum of Association</p> <p>c) First Printed Annual Report/Documentary evidence towards date of establishment of the library</p> <p>d) Available latest Annual Report</p> <p>e) Audited Receipts and Payments Accounts, Income and Expenditure accounts and Balance sheet of the organization of the library as a whole of the preceding year</p> <p>f) Original quotation for items of equipment/furniture proposed to be purchased containing description, specification, quantity and price etc.</p> <p>g) An Undertaking to bear the liability in excess of the each item of the proposed expenditure, if any.</p> <p>h) Details of the programme together with the probable date of celebration.</p> <p>i) List of present Members of the Executive Committee.</p>	<p>a) Details of the programme together with the probable date celebration</p> <p>b) First printed Annual Report/Documentary evidence towards date of establishment of the library.</p> <p>c) Latest Annual Report.</p> <p>d) Original Quotation for items of equipment/furniture proposed to be purchased containing description, specification quantity, price etc.</p> <p>e) An undertaking to bear the liability in excess of the each item of the proposed expenditure, if any.</p>

Yours faithfully,

Place :

Date :

Signature of the applicant
with designation and office seal

Countersigned by the higher
Authority/DDO where applicable.

TO BE USED BY THE CONVENER, STATE LIBRARY COMMITTEE

Recommendation :

This is to certify that (name of the applicant in capital letters) is a government/state autonomous body/local body/aided/sponsor/private organization/institution/NGO. Library is reputed one and deserves assistance from the RRRLF to celebrate of 50/60/75/100/120/150 and like existence of the library.

The amount of assistance recommended is Rs..... (Rupees.....) only.

Place :

Signature & Designation of the Convener, SLC/SLPC office seal

Date :

*** Strike out which is not applicable**

APPLICATION FOR GRANT UNDER THE MATCHING SCHEME OF ASSISTANCE TOWARDS ORGANIZATION OF SEMINARS, WORKSHOPS, TRAINING COURSES (ORIENTATION/REFRESHERS), BOOK EXHIBITIONS AND LIBRARY AWARENESS PROGRAMMES.

From:

(To be routed through the State Government/Union Territory Administration)

**To
The Director
Raja Rammohun Roy Library Foundation
Block : DD-34, Sector-I, Salt Lake City
Kolkata 700064**

Subject: Assistance towards organizations, Workshops, Training Courses, (Orientation/Refresher), Book Exhibitions and Library Awareness Programmes.

Sir,

I submit herewith an application vide Annexure-I for a grant under the scheme, "Matching Scheme of Assistance towards organization of Seminars, Workshops, Training Courses, (Orientation/Refresher), Book Exhibitions and Library Awareness Programmes". I certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the management, I further agree to the following conditions:

- (a) All assets acquired wholly or substantially out of the RRRLF's grant shall not be encumbered or disposed of or utilized for purposes other than that for which grant is given. Should the library cease to exist at any time, such properties shall revert to the RRRLF.
- (b) The accounts of the project shall be properly and specifically reflected in the final accounts of the library. This shall also be open to test check by the RRRLF or the State Government/U.T. Administration.
- (c) The organization undertakes to meet the balance of the estimated expenditure of the scheme.
- (d) The present application form duly filled-in is enclosed together with the required documents.
- (e) In case of failure to submit requisite documents in utilizing the grant within the stipulated period, the institution is liable to refund the entire amount of the grant to the RRRLF.

Yours faithfully,

Place :

Signature of the applicant
with his designation and office seal

Date :

ANNEXURE – I

(All the columns are to be filled up properly by the applicant in English or Hindi (official language) in Capital letter)

- 1.A Name of the institution/organization sponsoring the project:
- 1.B Postal address of the applicant:
 - I. Name of the Street/Row/Lane with premises no. if any
 - II. Village/Town, Via
 - III. Post Office
 - IV. District
 - V. State
 - VI. Name of Nearest Railway Station
 - VII. Pin Code No.
 - VIII. STD Code No., Telephone.

(Route direction to reach the organization to be attached in separate sheet)
2. Nature of the institution/organization (Tick the appropriate) Govt./Aided/Sponsored/Run by Local body or LLA or Notified Area Authority/Non-Govt.
3. If Government, give the name and address of Head of the Department and Head of Office:
4. If aided, mention the source of aid and amount of recurring aid:
5. If a society or a trust, mention the date of registration: (A copy of the Memorandum of Association/Constitution with particulars of present members and a copy of the latest annual report, latest audited accounts alongwith Xerox copy of Registration Certificate are to be enclosed).
6. Particulars for seminars, workshops training courses book exhibition and awareness programs
 - (i) A description of the project/proposal (with the details of the place, time, subject, objectives, synopsis of syllabus, number of books to be displayed, as the case may be and number of beneficiaries)
 - (ii) Duration of seminar/workshop/training course/book exhibition/awareness
 - (iii) Name and qualification of resource
 - (iv) Number
 - (v) Whether T.A. D.A. will be paid, if so, to whom and for how many days and at what rates:
7. Estimates of expenditure of the project/proposal (give item-wise details of expenditure):
8. Whether the institution/organization is in a position to meet the balance amount of estimate in excess of financial limit of assistance if the grant is sanctioned:
9. Whether any grant is received from the RRRLF under this scheme. If yes, give sanction letter No. & date:

List of Enclosures:

- (i) Constitution/Memorandum of Association of the organization
- (ii) Copy of the Society Registration Certificate
- (iii) Latest available annual Report
- (iv) Latest available Audited Accounts
- (v) Item-wise details of estimated expenditure
- (vi) Detail description of the project with justification.

10. 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. The cheque may be drawn _____ in _____ favour _____ of _____.

Yours faithfully,

Place : _____ Signature of the applicant
with his designation and office seal
Date :

11. Recommendation:

This is to certify that the project/proposal is useful for improvement of library services in the State/U.T. and deserves assistance from the RRRLF. The amount of assistance recommended is Rs..... (Rupees.....) only from the matching fund which have been approved in State Library Committee/State Library Planning Committee Meeting held on.....

Place : _____ Signature & Designation of the
Convener, SLC/SLPC office seal
Date :

APPLICATION FOR GRANT-IN-AID UNDER THE MATCHING SCHEME OF ASSISTANCE TO PUBLIC LIBRARIES TOWARDS INCREASING ACCOMMODATION

From:

(To be routed through the State Government/Union Territory Administration)

**To
The Director
Raja Rammohun Roy Library Foundation
Block : DD-34, Sector-I, Salt Lake City
Kolkata 700064**

Subject: Assistance to public Libraries towards increasing Accommodation.

Sir,

I submit herewith an application vide Annexure-I for a grant under the "Matching Scheme of Assistance to Public Libraries Increasing Accommodation". I certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the management, I further agree to the following condition:

- (a) All the assets acquired wholly or substantially out of the RRRLF's grant shall not be encumbered or disposed of or utilized for purposes other than that for which grant is given. Should the library cease to exist at any time, such properties shall revert to the RRRLF.
- (b) The accounts of the project shall be properly maintained. They will always be open to check by an officer deputed by the RRRLF or the State Government/U.T. Administration.
- (c) If the RRRLF or the State Government./U.T. Administration have reasons to believe that the grant is not being utilized for approved purposes, the RRRLF may stop payment of further installments and recover earlier grant in such manner as they may decide.
- (d) The library will exercise reasonable economy in construction/extension works of its building. In case there is any increase in the cost of construction, the library will not approach to RRRLF for enhanced and extra expenditure.
- (e) The construction/extension of the building will be completed within the stipulated period mentioned in the application.
- (f) No change in the approved plan will be made by the library without the prior approval of the RRRLF.

- (g) On completion of the project, the library will be liable to furnish the Utilisation Certificate and the Audited Statement of A/Cs. Certified by a Chartered Accountant/Statement of the Expenditure duly Certified by the DDO to the RRRLF under intimation to the State Government/U.T. Administration alongwith other documents as mentioned at clause 22 of the rules of the scheme.
- (h) In case of failure to submit requisite documents in utilizing the grant within the stipulated period, the library shall be liable to refund the entire amount.

Yours faithfully,

Place :

Signature of the applicant
with his designation and office seal

Date :

ANNEXURE – I

(All the columns are to be filled up properly by the applicant in English or Hindi (official language) in Capital letter)

- 1.A Name of the institution/organization sponsoring the project:
- 1.B Postal address of the applicant:
- i. Name of the Street/Row/Lane with premises no. if any
 - ii. Village/Town, Via
 - iii. Post Office
 - iv. District
 - v. State
 - vi. Name of Nearest Railway Station
 - vii. Pin Code No.
 - viii. STD Code No., Telephone.
- (Route direction to reach the organization to be attached in separate sheet)
2. Date of establishment of the library:
(Xerox copy of the Society Registration Certificate/order for adopting the library under sponsorship scheme be attached, if any)
3. Where the library is at present housed? Whether it is in a rented accommodation or in its own building and whether it is a temporary construction or a RCC construction?
4. Nature of the library:
(Tick the appropriate)
- Govt./Sponsored/Aided//Run by
Local Body or LLA or Notified
Area Authority/Non-Govt.
5. **(a) In case of Government Libraries**
Designation & postal address of the Head of the Department and Head of Office
(b) In case of other libraries
Date of Registration under Societies Registration Act, 1860 (Xerox copy of the Registration Certificate be attached):
6. Average no. of readers and borrowers per month:
7. The total no. of manuscripts, books and periodicals available in the library:
- (a) Periodicals:
(b) Books:
(c) Manuscripts:
(d) Other items:
8. Whether any grant is received for the construction of building from RRRLF on earlier occasion.
If yes, particulars of the grant be furnished:
9. Particulars of the construction
- (a) Description of existing building, if any:
 - (b) Description of the proposed building with the assistance from the RRRLF:
 - (c) Amount of Assistance required to complete the construction:

10. Whether any grant is received from any other source for the same purpose, if so, give particulars:
11. Total estimated expenditure of the proposed construction.
12. How long it will take to complete the construction (organization must complete the construction within two years from the date of receipt of the first installment)
13.
 - (i) Whether the plan for the proposed construction is approved by the local body, viz. Corporation, Municipality, Panchayat and Notified Area Authority (If the proposed construction is a part of bigger plan, the portion proposed to be covered under the proposed scheme should be demarcated with **RED INK** on the body of the plan. Approved plan to be attached.
 - (ii) Please indicate whether the total estimated cost of the construction of the building is based on the state PWD/CPWD prevailing rates and duly authenticated by a registered firm of architect/building engineer/PWD/CPWD (Original estimates to be attached):
 - (iii) In case of proposed construction of the ground floor-**
 - (a) Total cost of construction upto plinth level:
 - (b) Total cost of construction upto roof level:
 - (c) Total cost of the remaining work:
 - (iv) In case of construction for works other than the ground floor-**
 - (a) The cost of construction upto linton level:
 - (b) The cost of construction when the roof has been laid:
 - (c) The cost of construction of the remaining work:
14. Does the plot of land on which the building is proposed to be constructed belong to the library? Mention to total area of the land with cost thereof (Copy of the deed with an English version in case the deed in regional language along with a certificate from Government Pleader should be attached).
15. An undertaking to be furnished to the effect that the organization will bear the cost exceeding prescribed limit in case estimates are beyond the approved ceiling of limit.

16. 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. The cheque may be drawn _____ in _____ favour _____ of _____.

List of Enclosures:

- (i) Constitution/Memorandum of Association of the organization
- (ii) Copy of the Society Registration Certificate
- (iii) Copy of the English version of the Deed
- (iv) Certificate of the Government Pleader
- (v) Copy of the Latest available Annual Report
- (vi) Copies for last three years Audited Accounts
- (vii) Approved/Sanctioned plan of the proposed building
- (viii) Estimate for the construction
- (ix) Photograph of the existing building.

Yours faithfully,

Place :

Signature of the applicant
with his designation and office seal

Date :

Countersigned
Drawing & Disbursing Officer of the library
(In case of Govt. library only)

17. Recommendation:

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. The amount of assistance recommended _____ is _____ Rs.....
(Rupees.....) only from the matching fund which have been approved in State Library Committee/State Library Planning Committee Meeting held on.....

Place :

Signature & Designation of the
Convener, SLC/SLPC office seal

Date :

Application for Grant under the Matching Scheme of Assistance towards purchase of storage materials, reading room furniture and library equipment like card cabinet, fire extinguisher etc., including copier.

From:

(To be routed through the State Government/Union Territory Administration)

**To
The Director
Raja Rammohun Roy Library Foundation
Block : DD-34, Sector-I, Salt Lake City
Kolkata 700064**

Subject: Assistance towards purchase of storage materials, reading room furniture and library equipment like card cabinet, fire extinguisher etc., including copier.

Sir,

I submit herewith an application vide Annexure-I for a grant under the scheme, Matching Scheme of Assistance towards purchase of storage materials, reading room furniture and library equipment like card cabinet, fire extinguisher etc., including copier. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the management, I further agree to the following conditions:

- (a) All assets acquired wholly or substantially out of the RRRLF's grant shall not be encumbered or disposed of or utilized for purposes other than that for which grant is given. Should the library cease to exist at any time, such properties shall revert to the RRRLF.
- (b) The accounts of the project shall be properly and specifically reflected in the final accounts of the library. This shall also be open to test check by the RRRLF or the State Government/U.T. Administration.
- (c) The organization undertakes to meet the balance of the estimated expenditure of the project/proposal.
- (d) The present application form duly filled-in is enclosed together with the required documents.
- (e) In case of failure to submit requisite documents in utilizing the grant within the stipulated period, the library shall be liable to refund the entire amount of the grant.

Yours faithfully,

Place :

Signature of the applicant
with his designation and office seal

Date :

ANNEXURE – I

(All the columns are to be filled up properly by the applicant in English or Hindi (official language) in Capital letter)

- 1.A Name of the institution/organization sponsoring the project:
- 1.B Postal address of the applicant:
 - (i) Name of the Street/Row/Lane with premises no. if any
 - (ii) Village/Town, Via
 - (iii) Post Office
 - (iv) District
 - (v) State
 - (vi) Name of Nearest Railway Station
 - (vii) Pin Code No.
 - (viii) STD Code No., Telephone.(Route direction to reach the organization to be attached in separate sheet)
2. Nature of the institution/organization (Tick the appropriate) Govt./Aided/Private/Sponsored/Run by Local Body or LLA or Notified Area Authority/Non-Govt.
3.
 - (a) If government, mentioned the Head of Department and Head of Office
 - (b) If aided, whether it is a registered body. (If so, please quote the Society Registration No. and date and attach Xerox copy of Society Registration Certificate):
4. Managing Committee- Names and Address of the members (Separate sheet be attached)
5. Particulars of staff with designation:
6. Source of income - Grant from Govts. (Central and State), donation from public, subscription from members etc.,
7. Average monthly expenditure:
8. Average No. of readers and borrowers per month
9. Total No. of books and periodicals
 - (a) Books
 - (b) Periodicals
10. Stock of Almirah and Racks:
 - (a) No. of Almirahs
 - (b) No. of Racks
11. Whether any grant is received from any other source for the same purpose, if so, give particulars:
12. Particulars of furniture required to be purchased:
 - (i) Type of Almirah/Rack/Cupboard (Steel or Wooden)
 - (ii) Size of Almirah/Rack/Cupboard (length, breadth, height and no. of shelves)
 - (iii) Estimated cost (Attach catalogue/quotation from standard

- firm/supplier)
 - (iv) Assistance sought for (Maximum assistance will be limited to provisions at Clause 4 of the Rules & Regulations)
 - (v) Balance amount, if any, (the source from which balance amount will be incurred to be specifically stated).
- 13. Whether any grant is received from RRRLF under this scheme. If yes, sanction letter no. & date be mentioned. Yes/No

14. 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. The cheque may be drawn _____ in _____ favour _____ of _____.

List of Enclosures:

- i) Constitution/Memorandum of Association of the organization
- ii) Copy of the Society Registration Certificate
- iii) Latest available Annual Report
- iv) Latest available Audited Accounts
- v) Item-wise details of estimated expenditure
- vi) Detail description of the project with justification.

Yours faithfully,

Place : _____ Signature of the applicant
with his designation and office seal

Date : _____

15. Recommendation:

This is to certify that the project/proposal is useful for improvement of library services in the State/U.T. and deserves assistance from the RRRLF. The amount of assistance recommended is Rs..... (Rupees.....) only from the matching fund which have been approved in State Library Committee/State Library Planning Committee Meeting held on.....

Place : _____ Signature & Designation of the
Convener, SLC/SLPC office seal

Date : _____

SCHEME OF MATCHING ASSISTANCE TO PUBLIC LIBRARIES TO ACQUIRE COMPUTER WITH ACCESSORIES FOR LIBRARY APPLICATION AND TV, CD PLAYER, DVD PLAYER FOR EDUCATIONAL PURPOSES.

Form:

(TO BE ROUTED THROUGH THE CONVENER, STATE LIBRARY COMMITTEE OF THE CONCERNED STATE GOVERNMENT/UNION TERRITORY ADMINISTRATIONS)

To
The Director
Raja Rammohun Roy Library Foundation
Block : DD-34, Sector-I, Salt Lake City
Kolkata 700064

Subject: SCHEME OF MATCHING ASSISTANCE TO PUBLIC LIBRARIES TO ACQUIRE COMPUTER WITH ACCESSORIES FOR LIBRARY APPLICATION AND TV, CD PLAYER, DVD PLAYER FOR EDUCATIONAL PURPOSES.

Sir,

I submit herewith an application form containing Annexure-I, II and III under the above mentioned scheme. I have read the rules and regulations of the scheme and I undertake abide by them. On behalf of the organization, I further agree to the following conditions:-

- (a) All assets acquired wholly or substantially out of the RRRLF Matching grant shall exhibit in the Assets Register of the organization with its value and the same shall not be encumbered or disposed of or utilized for the purposes other than that for which grant is given;
- (b) Should the library cease to exist at any time such property shall revert to the RRRLF, Kolkata;
- (c) Equipment will be used only for betterment of the public library services;
- (d) Library will bear maintenance charges, back-up costs and costs of stationary etc. for running the computer system;
- (e) The organization undertakes to meet the balance of the estimated expenditure of the project cost in case the project proposal exceeds the maximum admissible limits(s).
- (f) The purchased equipment/up-gradation will always be opened to check by an officer deputed by the Foundation or the State Government/Union Territory Administration.

Yours faithfully,

Place :

Signature of the applicant
with his designation and office seal

Date :

ANNEXURE – I

(ALL THE COLUMNS ARE TO BE FILLED UP PROPERLY BY THE APPLICANT IN ENGLISH OR HINDI (OFFICIAL LANGUAGE) IN CAPITAL LETTERS PREFERABLY TYPING)

1. Name of the applicant (As per Society Registration :
Certificate in case of NGOs)
2. Postal Address of the applicant
 - (i) Name of the Street/Road/Lane with :
premises no., if any
 - (ii) Village/Town, Via. :
 - (iii) Post Office :
 - (iv) State :
 - (v) District :
 - (vi) Name of the nearest Railway Station :
 - (vii) Pin Code No. :
 - (viii) STD Code No./ Telephone No. :

(Route Direction to reach the organization to be attached in separate sheet)
3. Name of the Library for which assistance is sought :
for
4. Postal Address of the applicant
 - i) Name of the Street/Road/Lane with :
premises no., if any
 - ii) Village/Town, Via. :
 - iii) Post Office :
 - iv) State :
 - v) District :
 - vi) Name of the nearest Railway Station :
 - vii) Pin Code No. :
 - viii) STD Code No./Telephone No. :

(Route direction to reach the organization to be attached in separate sheet)
5. Date of establishment of the Library :
6. Status of the Library (Government/State :
Autonomous/State Undertaking/Government
Aided/Government Sponsored/Private Library run
by the registered NGOs)
7.
 - i) Whether registered as a Society or Trust :
 - ii) Date of Registration :
 - iii) Act Under which it was registered :

(Xerox copy of the Society Registration Certificate/Sponsorship Certificate, Memorandum of Association, List of Members of the Executive Committee be attached).
8.
 - i) Whether the library is located in its own :
building **OR** rented Building **OR** rent free
accommodation).
 - ii) Carpet area, floor-wise of the library :
building be mentioned

- iii) Whether the library building is **RCC** :
construction.
 - iv) Whether the library has reading room :
facility, if so, carpet area be mentioned
9. Total number of Manuscripts, books, (including children books), journals, Magazines, periodicals etc., available in the library
- i) Manuscripts
 - ii) Books
 - iii) Journals
 - iv) Magazine
 - v) Periodicals
 - vi) Others, if any
10. i) Total number of registered members of :
the library
- ii) Average number of readers per month :
 - iii) Average number of borrowers per month :
11. Particulars of the staff with designation, :
educational qualification and computer literacy i.e. operating computer system in WINDOWS mode and knowledge of word Processing like MS-WORD/WORSTAR, Spreadsheet like MS-EXCEL, MS-OFFICE be attached in a separate sheet.
12. Average monthly expenditure :
13. i) Whether library has facility of electricity. :
ii) Whether the library has telephone facility :
for operating Internet.
iii) Whether space is available for installation :
of the proposed equipment
14. A statement of furniture, equipment already :
available in the library, giving details, item-wise, such as quantity whether made of wooden/steel and prices.
- (If necessary, separate sheet be attached)**
15. (a) Whether any grant has been received from :
any other source for the said purpose, if so, give particulars year-wise.
(b) Details of the grant, if any, received under :
the scheme from RRRLF since 1987-88 be mentioned.
16. Whether organization has received grant under :
this scheme from RRRLF since 1987-88 in any other changed name or addresses or both, if so, particulars thereof.
17. i) Particulars of TV set accessories CD :
Player/DVD Player/CDs for Educational purposes, proposed to be purchased with cost be mentioned
- (Original quotation containing make, model no. price etc., be attached)**
- ii) Particulars of the computer system proposed to be purchased/up-graded based on feasibility report of National Informatics Centre (NIC)/State Regional Informatics center approved by the State Government/equivalent organization or

committee set up by the concerned State Government with item-wise details

- (a) Cost of installation of LAN and Power Cabling (Quotation in original be attached) :
- (b) One Server (Pentium IV), 2.4 GHz or higher having for operating System Windows 2003 Server or higher. :
- (c) Three (3) clients (Pentium-IV) having WINDOS-XP or higher {Nine (9) clients for State Central Library} :
- (d) No. of UPS with 30 minutes Back up having power :
- (e) Printers with name and quantity with prices :
- (f) Modern Library Management software supporting UNICODE and the three common exchange format under ISO:2709 NAMELY, marc 21, Unimarc and CCF and also Z 39.50 Compatibility along with the anti-virus software and SQL Server Software. :
- (g) Modern, HUB, UTP Cable, Switch, I/O Box, Patch chords etc. :
- (h) Others with cost :
 - i) One Web Camera
 - ii) Two Bar Code Reader\
 - iii) Two Speaker
 - iv) One CD Writer
 - v) One Scanner (if using digital library service)
 - vi) Cost of carriage, if any
 - vii) Cost of installation, if any
 - viii) Cost of supervision charges, if any
- (i) Cost of computer furniture
- (j) Cost of LCD Projector with accessories (for State Central Libraries and District Libraries) :

Total : Rs.

(original quotation for all the items together with the feasibility report of the NIC or State Regional Informatics Centre approved by the State Government or equivalent organization committee set up by the concerned State Government be attached)

- 18. i) Whether computer system has already been installed in the library :
- ii) Whether Internet facilities available in the library :
- iii) If yes, whether Internet facility is available for users :

(Brief report about computer system already installed with particulars or users be furnished in a separate sheet)

19. Books at stock mentioned vide column 9(ii) be : allocated language wise, if necessary, separate sheet be attached.
20. The following information language-wise be furnished for determination of the cost of Retro conversion work
 - i) No. of books having no Catalogue cards
 - ii) No. of books having incomplete catalogue cards
 - iii) No. of books having complete catalogue cards
 - iv) No. of books having electronic (CCF standard) data
 - v) No. of books with multi-lingual data having no catalogue cards

Total [(i) to (v)]

21. **DECLARATION**

On behalf of the institution/organization/library, I solemnly declare that the particular furnished above are correct. 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.

Yours faithfully,

Place :

Signature of the applicant
with his designation and office seal

Date :

ANNEXURE – II

A. LIST OF ENCLOSURES ATTACHED (IN CASE OF ALL PUBLIC LIBRARIES, INCLUDING GOVERNMENT LIBRARIES, STATE AUTONOMOUS BODIES)

- I. Original quotation for purchase of TV-cum-VCP sets with five Educational audio cassettes/CDs/DVDs.
- II. Original quotation for installation of LAN and power cabling.
- III. Original quotation for purchase/Up-gradation of the computer System i.e. Hardware, Software, Printer, UPS, Internet and others.
- IV. Original quotation for RETRO-CONVESION work to Marc-21/Unimarc/CCF
- V. Copy of feasibility report of NIC/State Regional Informatics Centre approved by the Government/equivalent organization or committee setup by the concerned State Government.
- VI. List of staff with details as per Column-11.
- VII. Statement of furniture, equipment, already available in the library vide Column-14.
- VIII. Stock of books language-wise vide Column-19.

B. LIST OF ENCLOSURES ATTACHED (IN CASE OF ALL PUBLIC LIBRARIES, EXCLUDING GOVERNMENT LIBRARIES/STATE AUTONOMOUS BODIES)

- I. Xerox copy of the Society Registration Certificate/Sponsor-ship Certificate
- II. Memorandum of Association
- III. List of members of the Executive Committee having name, designation, qualification and occupation etc.

Place :

Signature of the applicant
with his designation and office seal

Date :

RECOMMENDATION:

This is to certify that the application of
.....
together with the enclosures 'A' and 'B' at Annexure – II has been scrutinized and library is a public library of our State/UT Administrations and deserves assistance under this Scheme. The library is recommended for assistance from the matching fund. The proposal has been approved by the SLC/SLPC meeting held on
The copy of the Minutes of the said SLC/SLPC meeting has been forwarded to the Foundation under this office letter No. F.
dated

Place :

Signature Name and Designation of the
Convener SLC/SLPC with office seal

Date :

*Strike out which is not applicable.

APPLICATION FOR GRANT UNDER THE MATCHING SCHEME OF ASSISTANCE TOWARDS DEVELOPMENT OF RURAL BOOK DEPOSIT CENTERS AND MOBILE LIBRARY SERVICES.

From:

(To be routed through the State Government/Union Territory Administration)

**To
The Director
Raja Rammohun Roy Library Foundation
Block : DD-34, Sector-I, Salt Lake City
Kolkata 700064**

Subject: Assistance towards development of Rural Book Deposit Centres & mobile Library Services.

Sir,

I submit herewith an application vide Annexure-I for a grant under the "Matching scheme of Assistance towards Development of Rural Book Deposit Centers & Mobile Library Services". I certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the management, I further agree to the following conditions:

- (b) All assets acquired wholly or substantially out of the RRRLF's grant shall not be encumbered or disposed of or utilized for purposes other than that for which grant is given. Should the library cease to exist at any time, such properties shall revert to the RRRLF.
- (b) The accounts of the project shall be properly and specifically reflected in the final accounts of the library. This shall also be open to test check by the RRRLF or the State Government/U.T. Administration.
- © The organization undertakes to meet the balance of the estimated expenditure of the scheme.
- (d) The present application form duly filled-in is enclosed together with the required documents.
- (e) In case of failure to submit requisite documents in utilizing the grant within the stipulated period, the institution is liable to refund the entire amount of the grant.

Yours faithfully,

Place :

Signature of the applicant
with his designation and office seal

Date :

ANNEXURE – I

(All the columns are to be filled up properly by the applicant in English or Hindi (official language) in Capital letter)

- 1.A Name of the institution/organization sponsoring the project:
- 1.B Postal address of the applicant:
 - (i) Name of the Street/Row/Lane with premises no. if any
 - (ii) Village/Town, Via
 - (iii) Post Office
 - (iv) District
 - (v) State
 - (vi) Name of Nearest Railway Station
 - (vii) Pin Code No.
 - (viii) STD Code No., Telephone.

(Route direction to reach the organization to be attached in separate sheet)
2. Nature of the institution/organization (Tick the appropriate) Govt./Aided/Private/Sponsored/Run by Local Body or LLA or Notified Area Authority/Non-Govt.
3. If Government, give the name and address of Head of the Department and Head of Office
4. If aided, mention the source of aid and amount of recurring aid.
5. If a society or a trust, mention the date of registration.
(A copy of the Memorandum of Association/Constitution with particulars of present members and a copy of the latest annual report, latest audited accounts alongwith Xerox copy of Registration Certificate are to be enclosed).
6. A description of the project
 - (a) Objective
 - (b) Number of service points to be covered
 - (c) Number of approximate population to be covered
 - (d) Number of Book Deposit Centres with their address
 - (e) Name and address of the Central Library from where the mobiles will function or from where the book deposit centers are to be controlled
 - (f) Staffing pattern for the project
 - (g) Whether free serve will be rendered

(In case of charging of fee, amount per person per year should be mentioned)
7. Audited statement of Accounts including Receipt and Payments Account, Income and Expenditure

- Account and Balance Sheet of last preceding year of the organization in case of aided and private organization be attached.
8. Estimates of expenditures of the project of Rs.50,000/- (give item wise details of expenditure)
Vehicle:
Storage-cum-Carriage equipment:
Bags:
Books/Periodicals:
Rack/Almirah:
Publishing instruments:
(Specification of storage-cum-carriage equipment and others be attached)
9. Whether the institution/organization is in a position to meet the maintenance cost of the project. If so mention the sources from which funds will be obtained.
10. Whether any financial grant is received from the RRRLF under this scheme. If yes, give sanction letter No. & date: Yes/No.

List of Enclosures:

- i) Constitution/Memorandum of Association of the organization
- ii) Copy of the Society Registration Certificate
- iii) Latest available Annual Report
- iv) Latest available Audited Accounts
- v) Item-wise details of estimated expenditure
- vi) Detailed description of the project with justification.

11. 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. The cheque may be drawn in favour of

Place :

Signature of the applicant
with his designation and office seal

Date :

RECOMMENDATION:

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. The amount of assistance recommended is Rs..... (Rupees) only from the matching fund which have been approved in State Library Committee/State Library Planning Committee Meeting held on

Place :

Signature

Date :

Name and Designation of the
Convener SLC/SLPC with office seal