

**Raja Rammohun Roy Library Foundation**  
**Block- DD-34, Sector - I, Salt Lake City, Kolkata- 700 064**

**MATCHING SCHEME OF ASSISTANCE TOWARDS ORGANISATION OF SEMINARS, WORKSHOPS, TRAINING COURSES (ORIENTATION /REFRESHER), BOOK EXHIBITIONS AND LIBRARY AWARENESS PROGRAMMES**

**1. Title and Object**

The RRRLF has recognized the fact that the content and quality of library service need regular evaluation and improvement with the changing needs of the society. To cater to this requirement the RRRLF has adopted this scheme. This is a Matching Scheme.

This scheme is known as "Matching Scheme of Assistance towards Organisation of Seminars, Workshops, Training Courses (Orientation/Refresher) Book Exhibitions and Library Awareness Programmes".

**2. Types of Institutions/Organisations Eligible for Assistance**

- a) Financial assistance under this scheme will be given from the Matching Fund to the State Government/U.T. Administration Department/Directorate in-charge of library services, the State Central Library, the State Library Associations and the institutions imparting training in library and information science.
- b) In order to be eligible for financial assistance under the scheme a non-Government institution should be a registered society/trust with the following characteristics :
  - (i) It should have the necessary facilities, resources, personnel and experience to initiate the project/proposal for which the grant is required.
  - (ii) Its working should have been found satisfactory by the State Government/ U.T. Administration.
  - (iii) It is not run for profit to any individual or a body of individuals.
  - (iv) The library should be open to all without discrimination.

**3. Scope and Extent of Assistance**

Assistance under the scheme will be given for each of the following program:

- a) State level Program organized by the Directorate or State Central Library - Rs.3.00 lakhs
- b) District / Sub-divisional/Town/Rural level Program:
  - i. Seminar/Awareness programme- Rs.1.50 lakhs
  - ii. One day Training/ Workshop Rs.1.50 lakh
  - iii. Two days Training/ Workshop Rs.2.50 lakhs
  - iv. Three days Training/ Workshop Rs.3.00 lakhs

A Library may avail assistance for any of the programmes mentioned above and may organize such programmes with the approval of the Convener/Director.

c) Book fair/Exhibition Rs.2.00 lakh per year per district.

Any other related items for implementation of the Scheme will also be considered.

**NB: Provided that the maximum amount may be revised upwards with the concurrence of the State.**

**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.**

#### **4. Procedure of Submission of Applications**

- a) Applications will be received only through the Convener of State Library Committee/State Library Planning Committee and with its recommendations.
- b) Applications in the prescribed form complete in all respect together with relevant documents should be submitted to the Convener of State Library Committee/State Library Planning Committee.
- c) The State Government/U.T. Administration or the State Library Committee/State Library Planning Committee will scrutinize the application and will forward it with such recommendation as they may deem fit, in the prescribed form.
- d) Each application should be accompanied by the following documents/information and should reach the RRRLF two months before the programme takes place.
  - (i) In case of Government Department/Institution, Autonomous Organisation, the designation of Head of the Department/Head of Office sponsoring the project/proposal ;
  - (ii) In case of a non-Government Institution/Library Association, **Constitution of the organization/Memorandum of Association, copy of the latest available annual report, audited annual accounts and Society Registration Certificate;**
  - (iii) A detailed description of the project/proposal for which assistance is requested alongwith its duration, time, venue, names of resource persons and the theme of the seminar;
  - (iv) Financial statement of the project/proposal giving item-wise details of expenditure and the sources from which counterpart funds will be obtained;
  - (v) Information relating to the grants received, promised or the requests thereof made, if any, to other bodies;

#### **5. Conditions for Assistance**

- a) The grant will be released with the sanction of the project.

- b) An institution/organization in receipt of financial assistance shall be open to inspection by an officer deputed by the RRRLF or the State Government/ U.T. Administration.
- c) The accounts of the project shall be maintained properly and separately and be submitted as and when required.
- d) Once the project and estimates have been approved and grant assessed on the basis of these estimates they shall not be modified by the institution without prior approval of the RRRLF.
- e) Expenditure prior to receipt of the sanction order will not be computed towards utilization of the grant.
- f) The RRRLF reserves the right to depute two representatives to attend the seminar/conference etc., as participants without any registration fee.
- g) If the RRRLF requires clarification on any point not contained in the statements, the Institution/Organisation shall furnish it within the time specified by the RRRLF failing which the application will not be considered.
- h) When the RRRLF/State Government/U.T. Administration have reasons to believe that the sanctioned money is not being utilized for approved purposes, the payment of assistance shall be stopped and the earlier assistance shall be recovered.
- i) Decision of the RRRLF in respect of approval of the project/proposal and the amount of assistance shall be final and binding on the grantee institution in all cases.

#### **6. Submission of Documents after Utilisation of Grant**

- a) **In case of non-Government organizations,** the grantee organization/institution shall submit to the RRRLF utilization certificate in the prescribed format duly signed by the organization countersigned by Chartered Accountant/Government Auditor together with an audited statements of accounts of the grant within three months from the date of completion of the project along with copies of papers submitted in the seminar/workshop, two copies of publication, if any, and a report of the project along with photograph of the event.
- b) **In case of Government organization,** the grantee organization shall submit to the RRRLF utilization certificate in the prescribed format and statement of expenditure duly signed by the Drawing and Disbursing Officer and countersigned by the Head of the Office within three months from the date of completion of the project along with copies of papers submitted in the Seminar/Workshop, two copies of publication if any, and a report of the project along with photograph of the event.
- c) In case of failure to submit requisite documents in utilizing the grant within the stipulated time without valid reason the grantee institution is liable to refund the entire amount of the grant to the RRRLF.