

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

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

1. Title and Object

The Scheme is known as Non-matching Scheme of Financial Assistance to Public Libraries towards of celebration of 50/60/75/ 100/125/150 years and the like.

The objective of the scheme is to render financial support to a library towards organization of celebration of its existence of 50/60/75/100/125/150 years and the like.

2. Types of institutions/organizations eligible for assistance

Assistance under the scheme will be given to the reputed public libraries. The following categories of libraries will be eligible for assistance under the scheme:

- (a) A government/sponsored library;
- (b) An aided / registered library;
- (c) A library established/adopted under the Act of State Legislature or a resolution of the State Govt. UT. Administration;
- (d) Library run by local body
- (e) Library run by voluntary organizations (NGOs) providing public library services registered under an Act or a public trust.

In order to be eligible for financial assistance under the scheme, a non-govt. public library should possess the following characteristics:

- i) It should have existence for 50/60/75/100/125/150 years or more.
- ii) It should have properly constituted managing body
- iii) It should have adequate facility, resources and personnel to run the library
- iv) Library should be open to all without discrimination
- v) Library should maintain proper audited accounts viz. Receipts & Payments Accounts, Income and Expenditure Accounts and Balance Sheet.

Note: Under all non-matching schemes, except Seminar scheme, application of an organization/library will be considered after a gap of three years from the date of release of last assistance.

3. Scope of Assistance

Assistance will be given to a library towards the celebration of its existence of 50/60/75/**100 years or more** in gap of 25 years like 125, 150 years etc. years for the following purposes:

a) Organisation of seminars/workshops/ Cultural programme, debate, essay competition on a topic of library movement, national integration etc. befitting the occasion.

b) Purchase of books, preservation of books etc.

Note: Book will include printed publication, excluding those of periodical nature, such as, magazines, journals and newspapers.

Books must have printed price. A single copy of any title having price less than Rs. 1500/- is allowed for purchase at a discount not less than 10%. Books should be selected by a duly constituted **Book Selection Committee** having at least five(5) members consisting of local teachers, educationists, authors, Government Officers etc keeping in view the general needs of the readers of public libraries. Selected book list duly signed by the members and also list of committee members have to be submitted.

c) Purchase of furniture which includes almirah, rack, display board, reading room table, reading room chair, Computer Table & Chair and catalogue card cabinet of reputed make.

d) Purchase of copier machine – to be replaced by Multifunctional printer.

e) Purchase of Computer, Printer / Multifunctional Printer (having facility of Scan, Copy, Print), U.P.S. with accessories, Wi-Fi Router, Library automation Software and computer furniture.

f) Renovation of library building by means of painting, white washing, repairing etc.

g) Publication of a commemorative volume of educational and cultural value but not a souvenir.

No item having recurring cost like, Internet Connectivity cost, A.M.C. cost etc. will not be provided.

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 Administrations.

Sanctioned grant will be released **in two instalments**, 75% of the total approved grant will be released as first instalment on submission of relevant required documents and balance 25% will be released after completion of the approved project on submission of documents after utilization (as per Clause 7).

4. Extent of Assistance

- I. **Organisation of programmes for celebration** e.g. Seminar/Workshop/ Cultural Programme etc in case of 50/60/75 years or more Rs 1.50 lakhs and for 100 years or more Rs. 2.00 lakhs.

II. Assistance of Rs. 6.20 lakh for 50/60/75/100 years or more for

Modernization (**Rs. 2.50 lakhs**)/Furniture (Rs. 2.00 lakhs)/Books (Rs.50,000/-)/Publication (Rs. 20,000/-) /Preservation of Books including repair, lamination and archival Book Binding etc (Rs 1.00 lakh).

III. Assistance of Rs. 10.00 lakh for 50/60/75/100 years or more

For Extension / renovation of library building including provision for separate toilet for Men & Women and Purified Drinking Water facility as per Swachha Bharat Mission.

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

Note-1: The extent of assistance on each item will be decided by the Director General of RRRLF on the basis of proposal and recommendation from the State Governments/UT Administrations.

Note-2: Normally, no library shall be considered for assistance under the scheme for more than one purpose.

5. Procedure for submission of application

- a) Organisation/institution should submit their application in the prescribed form complete in all respect mentioning the probable date with detailed programme of the celebration to the Convener of the State Library Committee/ State Library Planning Committee of the respective State.
- b) Application from the Central Government Organisations/ Institutions complete in all respect will be received directly by the RRRLF.
- c) The applications in the prescribed form shall be submitted at least six (6) months before the probable date of the programme of the celebration.
- d) The convener of the State Library Committee/State Library Planning Committee shall forward applications with such recommendations as they deem fit in the prescribed form.
- e) If the RRRLF requires clarification on any point not contained on the statements, the organizations/institution shall furnish it within the time specified by the Foundation failing which the application will not be considered.

6. Conditions of Grant

- a) The grant will be released in two installments subject to receipt of the following documents from the organization/institutions
 - i. An Indemnity Bond on non-judicial of stamped paper of Rs.50/- in case of non-govt. organizations/institutions and on plain paper in case of Govt. organizations;
 - ii. Resolution of the organizations/institutions towards acceptance of terms and conditions in case of non-govt. organization/state autonomous body/local body;
 - iii. Acceptance of terms and conditions of grant;
 - iv. Stamped pre-receipt.
 - v. Bank Authorization alongwith a cancelled Cheque leaf for verification and record.

Note: The cost of non-judicial stamped paper will be borne by the organization/ institution

- b) An organization/institution in receipt of the financial assistance shall be opened for inspection by an officer of the RRRLF or concerned State Government/UT Administration.
- c) The grant should be utilized by the organization/institution within twelve (12) months from the date of receipt of the grant.
- d) The organization shall maintain a record of all assets acquired wholly or substantially out of the grant. Such assets shall not be disposed of, encumbered or utilized for the purposes other than those for which grant was sanctioned without prior approval of the RRRLF. Should the organization cease to exist at a time, properties created with the grant shall revert to the RRRLF.
- e) The accounts of the scheme shall be reflected in the annual accounts of the library/institution/organization. They shall be opened to check by an officer of the RRRLF or State Government/UT Administration.
- f) Library shall exercise reasonable economy in the working of the approved project.
- g) In case of non-utilisation of the grant, the grantee institution/organization shall be liable to refund the unutilized grant to the RRRLF.
- h) Expenditure prior to receipt of the sanction letter will not be computed towards utilization of the grant.
- i) Books and Furniture purchased should be rubber stamped on the verso of the title page of book/painted respectively with **“Purchased with the financial assistance of the Raja Rammohun Roy Library Foundation, Kolkata”**.
- j) Library building renovated/repared with the financial assistance should publicly displayed as under:

“Repairing/ Renovation work done with the financial assistance of Raja Rammohun Roy Library Foundation, Kolkata ”

7. Submission of documents after utilization

The organization/institution shall furnish the following documents within nine(9) months from the closing of the financial year in which the grant was utilized:

A) In Case of non-govt. institutions/organizations

- i) Utilisation Certificate in the prescribed format duly signed by the organization and counter signed by the Chartered Accountant/Government Auditor;
- ii) Statement of Accounts audited by a Chartered Accountant for the expenditure incurred on the approved proposal indicating the utilization of the Assistance Sanctioned and countersigned by the head of the organization / library.
- iii) List of Books purchased containing accession number, name of the title, name of the author, quantity, price with total gross and net value under seal and signature;

- iv) List of furniture, computer, copier machine purchased with description, specification, quantity and value with the seal and signature of the organization/institution. Stock Entry Certificate of the items purchased other than books.
- v) Stock Entry Certificate of the items purchased other than books;
- vi) Completion Certificate in respect of renovation/repair of the library building from PWD/CPWD Engineer/architect, duly countersigned by the organization.
- vii) A report in respect of the seminar/workshop and cultural function undertaken by the organization/institution;
- viii) A copy of the seminar paper and printed commemorative volume.
- ix) List of books bounded containing accession number, name of title and cost of binding of each book.
- x) Photographs of the celebration.
- xi) Stamped pre-receipt for 2nd instalment.

B) In case of government/state autonomous/local body

- i) Utilisation Certificate in the prescribed format, duly signed by the Drawing and Disbursing Officer, countersigned by the local audit fund;
- ii) Statement of Expenditure on the approved proposal indicating the utilization of the Assistance Sanctioned duly certified by the DDO / Government Auditor and countersigned by the head of the organization / library.
- iii) List of books purchased containing accession number, name of title, name of author, quantity, price with total gross and net value with seal and signature of recipient library;
- iv) List of furniture purchased with description, detail specification, quantity and value with seal and signature of the recipient library;
- v) Stock Entry Certificate of the furniture, computer and copier machine etc. purchased other than books.;
- vi) Completion Certificate in respect of the renovation/repairing of the library building from PWD/CPWD Engineer/Architect, duly countersigned by the organization;
- vii) A report in respect of seminar/workshop and cultural function undertaken by the organization/institution;
- viii) A copy of the seminar paper and printed commemorative volume.
- ix) List of books bounded containing accession number, name of title and cost of binding of each book.
- x) Photographs of the celebration.
- xi) Stamped pre-receipt for 2nd instalment.