

# ବିଜ୍ଞାପନ

(Non-Matching Scheme)

ରାଜା ରାମମୋହନ ରାୟ ଲାଇବ୍ରେରୀ ଫାଉଣ୍ଡେସନ ଯୋଜନାରେ ସାହାଯ୍ୟ ପାଇଁ ଦରଖାସ୍ତ ଆହ୍ୱାନ ।

୧. ପୂର୍ବବର୍ଷ ପରି ଚଳିତ ୨୦୧୦-୧୧ ବର୍ଷ ରାଜ୍ୟ ସରକାରଙ୍କ ସଂସ୍କୃତି ବିଭାଗ ମାଧ୍ୟମରେ ରାଜା ରାମମୋହନ ରାୟ ପାଠାଗାର ସଂସ୍ଥା ସାହାଯ୍ୟ କାର୍ଯ୍ୟକ୍ରମ ନିମ୍ନଲିଖିତ Non-Matching Scheme କ୍ଷେତ୍ର ପାଇଁ ଉପଲବ୍ଧ ହେବ ।
୨. ଅନ୍ତତଃ ବିଗତ ତିନିବର୍ଷ ପୂର୍ବରୁ ୧୮୬୦ ମସିହା ସୋସାଇଟି ରେଜିଷ୍ଟ୍ରେସନ ଆଇନ ଅନ୍ତର୍ଗତ ରେଜିଷ୍ଟ୍ରିଡ଼ ସର୍ବସାଧାରଣ ପାଠାଗାର, ସେକ୍ସାସେବା ଅନୁଷ୍ଠାନ ଏହି କାର୍ଯ୍ୟକ୍ରମରେ ସାମିଲ ହୋଇ ସାହାଯ୍ୟ ଲାଭ କରିପାରିବେ ।
୩. ଏଥିପାଇଁ ନିର୍ଦ୍ଧାରିତ ଦରଖାସ୍ତ ଫର୍ମ ଜିଲ୍ଲା ସଂସ୍କୃତି ଅଧିକାରୀ / ଉପ ନିର୍ଦ୍ଦେଶକ, ସଂସ୍କୃତି ତଥା ରାଜ୍ୟସ୍ତରୀୟ ପାଠାଗାର କମିଟି ଆବାହକ / ରାଜା ରାମମୋହନ ରାୟ Website - <http://www.rrrlf.gov.in> ରୁ ଉପଲବ୍ଧ ହେବ । ଏତଦ୍ୱ୍ୟତୀତ ହରେକୃଷ୍ଣ ମହତାବ ରାଜ୍ୟ ପାଠାଗାର Website - <http://www.hkmsl.gov.in> ଏବଂ Culture Department Website - <http://www.orissaculture.gov.in> ରେ ମଧ୍ୟ ଏହି ଫର୍ମ ଉପଲବ୍ଧ ହେବ ।
୪. Non-Matching Scheme ପାଇଁ ଉଦ୍ଦିଷ୍ଟ ଫର୍ମରେ ଦରଖାସ୍ତ ଗୁଡ଼ିକୁ ସମ୍ପୂର୍ଣ୍ଣ ଭାବରେ ପୂରଣ କରି ଜିଲ୍ଲା ସଂସ୍କୃତି ଅଧିକାରୀଙ୍କ ସୁପାରିଶ ସହ ନିମ୍ନ ଠିକଣାରେ ଚଳିତ ବର୍ଷ ସେପ୍ଟେମ୍ବର ୩୦ ତାରିଖ ସୁଦ୍ଧା ଦାଖଲ କରିପାରିବେ ।
୫. ଅସଂପୂର୍ଣ୍ଣ ଏବଂ ନିର୍ଦ୍ଧାରିତ ସମୟ ପରେ ପଠାଯାଇଥିବା ଦରଖାସ୍ତ ଗୁଡ଼ିକ ବିଚାରକୁ ନିଆଯିବ ନାହିଁ ।
୬. ଦରଖାସ୍ତକାରୀ ଅନୁଷ୍ଠାନ ନିମ୍ନ ସର୍ତ୍ତାବଳୀ ପୂରଣ କରୁଥିବେ :
  - (କ) କେବଳ ତିନିବର୍ଷ ପୂର୍ବରୁ ରେଜିଷ୍ଟ୍ରିଡ଼ ପାଠାଗାର / ସେକ୍ସାସେବା ଅନୁଷ୍ଠାନଗୁଡ଼ିକ ଆବେଦନ କରିପାରିବେ ।
  - (ଖ) ସେମାନଙ୍କର ନିଜସ୍ୱ ଘର ଥିବା ବିଧେୟ । ଭଡ଼ାଘର ଥିଲେ ମଧ୍ୟ ଅନୁଦାନ ଦିଆଯାଇପାରେ ।
  - (ଗ) ସର୍ବସାଧାରଣ ଦେଖିପାରୁଥିବା ଓ ଜାଣିପାରୁଥିବା ଭଳି ନାମ ଫଳକ ବ୍ୟବହୃତ ହେଉଥିବା ଦରକାର ।
  - (ଘ) ସର୍ବସାଧାରଣଙ୍କ ସେବାରେ ପାଠାଗାର ଗୃହ ସମ୍ପୂର୍ଣ୍ଣ ବ୍ୟବହାର ହେଉଥିବା କଥା । ଏଥିପାଇଁ ଏକ ଏଫିଡ଼େଭିଟ୍ ଦାଖଲ କରିବେ ।
  - (ଙ) ସର୍ବନିମ୍ନ ୧୦୦ (ଶହେ) ଜଣ ହିତାଧିକାରୀଙ୍କ ପାଇଁ ପାଠାଗାରଟି ବ୍ୟବହୃତ ହେଉଥିବା ଦରକାର, ଅନ୍ୟଥା ଅନୁଦାନ ଦିଆଯିବ ନାହିଁ ।
  - (ଚ) ଆବେଦନ ସହିତ ଗତ ତିନିବର୍ଷର ବାର୍ଷିକ ବିବରଣୀ, ସଭ୍ୟ ତାଲିକା, ଅଡ଼ିଟ୍ ରିପୋର୍ଟ, ସମ୍ପାଦନ ବିବରଣୀ ଦାଖଲ କରିବେ ।


- (ଛ) ପାଠାଗାରର ନିଜସ୍ୱ କୋଠା ଥିଲେ ଅଗ୍ରାଧିକାର ଦିଆଯିବ । କୌଣସି ସଭ୍ୟଙ୍କ ଘରେ ଏହା କାର୍ଯ୍ୟକରୁଥିଲେ ବିଚାର କରାଯିବ ନାହିଁ ।
- (ଜ) ପାଠାଗାର ସହାୟତା ନିମିତ୍ତ ବିବେଚିତ ହେବା ପାଇଁ ସର୍ବନିମ୍ନ ୨୦୦୦ ଖଣ୍ଡ ପୁସ୍ତକ ଥିବା ଦରକାର ଓ ପାଞ୍ଚଶହ ପତ୍ରିକା ଆସୁଥିବା ବିଧେୟ ।
- (ଝ) ପୂର୍ବରୁ ରାଜା ରାମମୋହନ ରାୟ ପାଠାଗାର ଯୋଜନାରେ ସହାୟତା ପାଇଥିଲେ ସମ୍ପୃକ୍ତ ସଂସ୍ଥା ନାମରେ କୌଣସି ବିନିଯୋଗ ପତ୍ର ବକେୟା ନଥିବା ବିଧେୟ ।

୭. ସର୍ବସାଧାରଣ ପାଠାଗାର ସେବା ପାଇଁ ସାହାଯ୍ୟ / ଅନୁଦାନ : (Non-Matching Scheme)

- (କ) ପୁସ୍ତକ, ଗୃହୋପକରଣ ସରଞ୍ଜାମ ଓ କମ୍ପ୍ୟୁଟର କ୍ରୟ ପାଇଁ (ଟ.୧,୫୦,୦୦୦/-)
- (ଖ) ପାଠାଗାର ଗୃହ ନିର୍ମାଣ ପାଇଁ ସର୍ବାଧିକ (ଟ.୪,୫୦,୦୦୦/-)  
ଏଥିପାଇଁ ଗ୍ରାମାଞ୍ଚଳ ପାଇଁ ସର୍ବନିମ୍ନ ୩୦୦୦ ପୁସ୍ତକ ଏବଂ ସହରାଞ୍ଚଳ ପାଇଁ ୪୦୦୦ ପୁସ୍ତକ ସହିତ ପାଠାଗାର ନାମରେ ଜମି ଏବଂ ପଞ୍ଜା ଥିବା ବିଧେୟ । ଜମିର ରେଜିଷ୍ଟ୍ରି ଦଲିଲ ଓଡ଼ିଆ ଭାଷାରେ ହୋଇଥିଲେ ତାହାର ଏକ ଇଂରାଜୀ ରୂପାନ୍ତରର ଏକ ପ୍ରାମାଣିକ ନକଲ ତଥା ସରକାରୀ ଓକିଲଙ୍କ ଠାରୁ ଯାଞ୍ଚ ହୋଇଥିବାର ପ୍ରମାଣପତ୍ର ଏବଂ ମୋକଦ୍ଦମା ଭଳି କନ୍ଦଳରୁ ମୁକ୍ତ ତଥା ସିଲିଂ ଦ୍ୱାରା ଆକ୍ରାନ୍ତ ହୋଇନଥିବା ପ୍ରମାଣ ସଂଲଗ୍ନ ଥିବା ଆବଶ୍ୟକ ।
- (ଗ) ଶିଶୁ ପାଠାଗାର ସହିତ ମହିଳା ତଥା ବରିଷ୍ଠ ନାଗରିକଙ୍କ ପଠନାଗାର ପାଇଁ ସାହାଯ୍ୟ ଅନୁଦାନ ଏଥିପାଇଁ ଟ.୨୫,୦୦୦/- ଶିଶୁ ପାଠାଗାର, ଟ.୨୦,୦୦୦/- ମହିଳା, ଟ.୧୫,୦୦୦/- ବରିଷ୍ଠ ନାଗରିକ ଏବଂ ଟ.୧୦,୦୦୦/- ନବସାକ୍ଷରଙ୍କ ପାଇଁ ସାହାଯ୍ୟ ମିଳି ପାରିବ ।
- (ଘ) ସତରଞ୍ଚ ଶିଶୁ ପାଠାଗାର କର୍ଷଣ ପାଇଁ ଅନୁଦାନ ଟ.୧,୫୦,୦୦୦/-
- (ଙ) ଅନୁଷ୍ଠାନର ୫୦ତମ ୬୦ତମ, ୭୫ତମ, ୧୦୦ତମ ଆଦି ବାର୍ଷିକୀ ପାଳନ ପାଇଁ ସାହାଯ୍ୟ ଅନୁଦାନ ଏଥିପାଇଁ ଟ.୧,୦୦,୦୦୦/-ରୁ ଆରମ୍ଭ କରି ଟ.୧,୫୦,୦୦୦/- ପର୍ଯ୍ୟନ୍ତ ବାର୍ଷିକୀ ପାଳନ କରୁଥିବା ଅନୁଷ୍ଠାନର ଆଧୁନିକୀକରଣ ଏବଂ ଗ୍ରାମାଞ୍ଚଳରେ ୫୦ ବର୍ଷ ପୂର୍ତ୍ତି କରିଥିବା ପାଠାଗାରର ବହି କିଣିବା ପାଇଁ ଟ.୧୫,୦୦୦/- ଓ ଆସବାବପତ୍ର କିଣିବା ପାଇଁ ଟ.୧୦,୦୦୦/- ଅନୁଦାନ ଦିଆଯାଇପାରିବ ।

**ଦରଖାସ୍ତ ପଠାଇବାର ଠିକଣା :**

ନିର୍ଦ୍ଦେଶକ, ସଂସ୍କୃତି ବିଭାଗ, ସଂସ୍କୃତି ଭବନ,  
ରାଜ୍ୟ ସଂଗ୍ରହାଳୟ ପରିସର, ଭୁବନେଶ୍ୱର-୭୫୧ ୦୧୪.

  
 ନିର୍ଦ୍ଦେଶକ,  
 ସଂସ୍କୃତି ତଥା ପାଠାଗାର ସେବା, ଓଡ଼ିଶା,  
 ଭୁବନେଶ୍ୱର ।

**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 700 064**

**Sub: Grant-in-aid under the Non-Matching Scheme of Financial Assistance to Voluntary Organizations 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 utilised for purposes other than those for which grant is given. Should the organisation 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 utilised for approved purposes, the Foundation may stop payment of further instalments and recover earlier amount in such manner as they may decide ;
- (d) The organisation 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 organisation ;
- (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 instalment 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 organisation 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 organisation  
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 organisation  
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. :
- (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. : (a) Magazine :  
: (b) Periodicals :  
: (c) Books :  
: (d) Manuscripts :  
: (e) Journals :  
: (f) 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 organisation has :  
received grant under this scheme  
since 1886-87 in any other  
changed name or address or both,  
if so, particulars thereof.

**Place :**

**Date :**

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

**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) :
  - (b) Furniture & Equipment :
    - (i) Furniture such as Steel Almirah, Steel Rack, Steel Reading Room Table, Fibre Moulded Chair,

Total : \_\_\_\_\_  
 =====

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

: (a) (i) Books  
(ii) Binding -----  
(b) Furniture  
(c) Equipment  
Total : -----

4. Whether the organisation 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 Organization)  
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 (organisation must complete the construction within two years from the date of receipt of the first instalment) :
  
4. How much assistance is required by the organisation 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 exceeds 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  
Photograph 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 organisation is in a position  
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 organisation 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 :**

**Date :**

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

**Part – II**

**RECOMMENDATION OF THE STATE/ GOVERNMENT/  
UNION TERRITORY ADMINISTRATION**

The application of  
..... ( name of the registered organisation) 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 organisation ;

(ii) The organisation 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 of the Institution in the field of library services for the following reasons :

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-----  
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(v) That the organisation 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 organisation ;

(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 organisation and checked by the State Government/ U.T. Administration Authority recommending the grant)**

- i) Has the name of the organisation been mentioned clearly? : Yes No.
- ii) Whether the organisation 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 organisation 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 organisation 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.)**

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

Date :

- 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, NEO-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-1  
Salt Lake City  
Kolkata 700 064.

**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, neo-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/UT Administrations.
- c) Utilisation 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,

Signature of the applicant  
with designation and office seal

Place :

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 OF 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 Utilisation 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/ | 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)

(c) 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 :

General Sec.      Children Sec.

Readers:

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

(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. Rs.

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

( c) 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:  
Date:

Signature of the applicant  
with designation and office seal

**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 Utilisation 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<br>Body/ Local Body/<br>Registered Non-<br>government Public<br>Sponsored Library | Autonomous<br>Library/<br>Library/<br>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)

(c) 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 :

General Sec.      Women Sec.

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

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

(Original Quotation containing description, detail specification, quantity, price shall be attached estimates shall not be exceed Rs.8,000/-) Rs.

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

**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 Utilisation 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)
- (c) 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 :
- 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.

General Sec.      Sr.Citizen Sec.

7. (i) Total number of books in stock
- (a) Senior Citizen Section
  - (c) 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 senior citizen books)

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

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

(b) Purchase of Display Board, Steel Almirah/Steel Rack/Steel Book Case/Steel Reading Table, Fibre Arm Chairs for Senior Citizen Rs.  
(Original Quotation containing description, detail, quantity, price shall not exceed Rs.6000/-.)

**Total [(a)+(b)] shall not exceed Rs.15000/-** Rs.

**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 NEO-LITERATE 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 Utilisation 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 establish-ment 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)

(c) 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-Literates section separately within the existing library building, if so, plinth area to be mentioned.

b) Number of Neo-Literates may sit together at a time for reading purpose in the said cubicle.

(f) a) Whether the library has separate section for Neo-Literates, 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 :

General Sec.   Neo-Literate Sec.

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
  - (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-Literates.  
(Proposal for purchase of books for Neo-Literate shall not be less than Rs.9000/-) Rs.
- (b) Purchase of Display Board, Steel Almirah/Steel Rack/Steel Book Case/Steel Reading Table, Fibre Arm Chairs for Neo-Literate.  
(Original Quotation containing description, detail, quantity, price shall not exceed Rs.4000/-.) Rs.

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

## **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:

Date:

Signature of the applicant  
with designation and office seal

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



**ANNEXURE-V**

LIST OF ENCLOSURES ATTACHED :-

| <b>A. IN CASE OF NON-GOVERNMENT REGISTERED ORGANISATION / SPONSORED LIBRARY/JBB</b>   | <b>IN CASE OF GOVERNMENT/ STATE AUTONOMOUS BODY/ LOCAL BODY</b>  |
|---|--|
| <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 FORM 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 Lake City  
Kolkata 700 064

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 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.
- c) 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 thereof RRRLF.

Yours faithfully,

Palce:  
Date:

Signature of the applicant  
with designation and office seal

**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 of the applicant (as per :  
Society Registration Certificate  
where applicable)
- 2 Postal Address of the applicant :

  - i) Name of the street with premises  
number
  - 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 utilization certificate  
and other documents for  
settlement of the grant .

### III

5. If a Registered Society :  
/Trust/Sponsored Library, mention  
the number and date of  
registration/sponsorship certificate  
(A copy of the Society Registration  
Certificate/Sponsorship Certificate,  
copy of the constitution, list of  
present members of Executive  
Committee, copy of the latest  
Annual Report and Audited  
Receipts and Payments Accounts,  
Income and Expenditure Accounts  
and Balance Sheet for the last  
three years with Audit Report from  
a Chartered Accountant or a  
Government Auditor are to be  
enclosed)
6. Status of the applicant : Government/State Autonomous  
(Strike out which is not /Local Body/Registered non-  
applicable) Government Public Library/  
Sponsored Library /Jawahar Bal  
Bhavan (JBB)
- 7.a) i) Date of establishment of the :  
Library
- ii) Date of 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 ? If so, mention the  
number of children books in stock?
- g) Average number of readers and : Readers :  
borrowers per day Borroweres :
- 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. 1.5 lakh 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.

**11. 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:

**APPLICATION FOR GRANT UNDER THE RRRLF'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  
Calcutta-700 064.

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

Sir,

I submit herewith an application vide Annexure-1 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 the 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 final accounts of the library. This shall also be open to test check by the RRRLF;
- (c) Utilisation 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 thereof.

Yours faithfully,

Place:

Signature of the applicant  
with designation 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 & Address of the applicant in Capital Letter (as per Registration Certificate where applicable)
2. Name of the Library run by the government/ Municipality/ other organisations, including NGOs:
3. If Government/State Autonomous Body/ Local Body:
  - (a) Give the name and address of the Head of the Department and Head of office
  - (b) Designation of Drawing and Disbursing Officer 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. 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:  
Periodicals:
10. Average no. of readers and borrowers per day  
Readers:  
Periodicals:
11. Source of income – grant from government (Central and State), donation from public, subscription from members etc.
12. Whether any grant is received from any other source for the same purpose, give particulars
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/-.
  - c) Purchase of furniture like almirah rack, etc. for a maximum amount of Rs.20,000/-. Estimate/ quotation to be attached.  
(i) Books Rs.  
(ii) Binding Rs.
  - d) Purchase of Copier Machine as per the market price. Estimate/ quotation to be attached.  
(i) Almirah  
(ii) Rack  
(iii) Reading room furniture  
(iv) others
  - e) Purchase of computer with accessories and furniture for a maximum amount of Rs.50,000/-/ Rs1 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.50000/-. (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.10000/- . 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 shall not exceed Rs.1.0 lakh ; 1.50 lakh; 1.00 lakh; 10,000/- and 15,000/- as the case may be.

## **15. 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 by Cheque/draft in favour of .....

Signature of the applicant  
With designation and office Seal

Place:

Date:

## ANNEXURE -II

### LIST OF ENCLOSURES ATTACHED :-

| IN CASE OF NON-GOVERNMENT ORGANISATION  | IN CASE OF GOVERNMENT ORGANISATION  |
|---|---|
| <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) Frist 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 of 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> |

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, SLC**

**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:**  
**Date:**

**Signature and designation of the  
Convener, SLC/SLPC with office seal**

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