

**Matching Schemes of Assistance towards Development of  
Rural Book Deposit enters and Mobile Library Services**

**APPLICATION FOR GRANT UNDER THE MATCHING SCHEME OF  
ASSISTANCE TOWARDS DEVELOPMENT OF RURAL BOOK DEPOSIT  
CENTRES 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-1, Salt Lake  
Kolkata-700 064,**

Sir,

I submit herewith an application vide Annexure-1 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.

- (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 are given. Should 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 case of failure to submit requisite documents in utilizing the grant within the stipulated period, the institution is lible to refund the entire amount of the grant.

**Yours faithfully,  
Signature of the applicant  
With designation and office seal**

**Place :**

**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.	Nature of the institution/organization (Tick the appropriate)	Govt./Aided/Private/Sponsored/ Run by Local Body or LLA or Notified Area Authority/ Non-Government.
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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 along with 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:
  - © 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, the 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 \_\_\_\_\_

**Signature of the applicant  
With designation and office seal**

**Place :**

**Date :**

12. **Recommendation**

This is to certify that the project is useful for improvement of library service 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

**Signature.....  
Name and Designation of the  
Convener, SLC/SLPC  
Office Seal**

**Place :**

**Date :**