

**Non Matching Scheme Of Financial Assistance To Public Libraries Towards  
Celebration Of 50/60/75/100/125/150 Years And The Like**

**APPLICATION FOR GRANT UNDER THE RRRLF'S NON-MATCHING SCHIM OF FINANCIAL ASSISTANCE TO LIBRARIES TOWARDS CELEBRATIO 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-1, Salt Lake  
Kolkata – 700 064.**

**Subject: Assistance to library towards Celebration of 50/60/75/100/125/150 years and like.**

Sir,

I submit herewith an application vide Annexure-1 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 certified that I have read the rules and regulation 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 shall be properly and specifically reflected in the final accounts of the library . This shall also be open the 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 cast 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, the library shall be liable to refund the entire amount of the grant; I undertake to refund the grant or part thereof.

**Yours  
faithfully;**

**Place :**

**Date :**

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

### **ANNEXURE-1**

**[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 (as per Society Registration Certificate, where applicable).
2. Name of the Library run by the Government/Municipality/Other Organization, including NGOs.
3. If Government/State Autonomous Body/ Local Body:-
  - (a) Give name and address of the Head of the Department and 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
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  
(Strike out which is not applicable)  
  
b) Mention the probable date with detailed programme of the celebration (if needed, separate sheet be attached)  
  
Celebration of 50/60/75/100/125/ 150 years and like
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)m 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/-.

i) Book 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.50000/-. (Detailed estimates from the PWD Engintter/architect having certification that the estimates have been prepared as per prevailing PWD/CPWD Schedules of rates to be attached.)

g) Organization 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/- 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:-**

<b>IN CASE OF NON-GOVERNMENT ORGANISATION</b>	<b>IN CASE OF GOVERNMENT ORGANISATION</b>
a) Copy of the society Registration certificate/Trust Deed/ Sponsorship Certificate	a) Details of the programme together with the probable date of celebration
b) Copy of the Constitution/ Memorandum of Association	b) First printed annual report/ Documentary evidence towards date of establishment of the library.
c) First Printed Annual Report/ Documentary evidence towards date of establishment of the library.	c) Latest Annual Report.
d) Available latest Annual Report	d) Original Quotation for items of equipment/ furniture proposed to be purchased containing description, specification quantity, price etc.
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	e) An undertaking to bear the liability in excess of the each item of the proposed expenditure, if any.
f) Original quotation for items of equipment/furniture proposed to be purchased containing description, specification, quantity and price etc.	

<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>	
--	--

**Signature of the applicant with  
Designation and office seal**

**Place:**

**Date:**

**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).

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

**Place:**

**Date:**

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