

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

(ii) Maps, Charts, Globes, Education Toys for Children Rs.

(b) Purchase of Display Board, Steel Almira/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 Rs.
viz. TV, Tape Recorder, Educational Audio Cassettes
(Original Quotation containing makes, model number, price Rs.
quantity shall be attached)

Total [(a)(i)+(a)(ii)+(b)+(c)] shall not exceed Rs.25000/-

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 Autonomous Body/ Local Body/ Registered Non-government Public Library/ Sponsored 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 Rs.
(proposal for purchase of books for women shall not be less than Rs.12,000/-.

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

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

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 :

General Sec. Sr.Citizen Sec.

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.

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. Rs.

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

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

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 establishment 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. Rs.

(Proposal for purchase of books for Neo-Literate shall not be less than Rs.9000/-)

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

(Original Quotation containing description, detail, quantity, price shall not exceed Rs.4000/-.)

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

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 :-

A. IN CASE OF NON-GOVERNMENT REGISTERED ORGANISATION / SPONSORED LIBRARY/JBB	IN CASE OF GOVERNMENT/ STATE AUTONOMOUS BODY/ LOCAL BODY
<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**