

**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 Organisations 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 ;

II

(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**

(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, : (a) Magazine :
books, magazine, journals and (b) Periodicals :

- periodicals available in the library (c) Books :
including children's section, if any. (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 :

- (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.**