

# **Matching Schemes of Assistance towards Development of Rural Book Deposit centers and Mobile Library Services.**

## **Title and Object**

This scheme envisages the setting up of book deposit centers and development of mobile library Services for the benefit of both urban and rural reading public. District libraries and other selected Libraries are to serve as the base libraries from which books will be circulated to the book deposit Centers or Book delivery stations. The object of the scheme is to take library services to the disadvantaged sections of the people and to development reading habit among the people. This is a matching Scheme.

This scheme is known as "Matching Scheme of Assistance towards Development of Rural Book Deposit Centers and mobile Library Services.

## **Types of institutions/Organizations Eligible for Assistance**

1. Assistance under the scheme may be given from the Matching Fund to Government libraries, aided libraries and registered voluntary organizations conducting or planning to conduct mobile library services.
2. In order to be eligible for financial assistance under the scheme a non-Government institution should be a registered society/trust with the following characteristics.
  - (i) It should have the necessary facilities, resources, and personnel etc. to initiate the project/proposal for which the grant is required.
  - (ii) Its working should have been reported as satisfactory by the State Government/U.T. Administration and/or State Library Association.
  - (iii) It is not run for profit to any individual or a body of individuals.
  - (iv) The library should be open to all without discrimination

## **Scope of Assistance**

3. Assistance under the scheme may be given for:
  - (i) Bicycles, rickshaw vans or other inexpensive vehicles;
  - (ii) Trunks, books containers or any other storage-cum-carriage equipment;
  - (iii) Bags;

- (iv) Books and other reading and visual materials for circulation;
- (v) Loudspeaker, microphone or any publicizing instrument; and
- (vi) Racks/Almirah for base library.

### **Extent of Assistance**

4. Assistance will be given for purchase of items mentioned at clause 3 subject to a maximum amount of Rs.50,000/-

### **Procedure of Submission of Applications**

5. Applications will be received only through the Convener of State library Committee/State library planning Committee and with its recommendations.
6. Applications in the prescribed form complete in all respect together with relevant documents should be submitted to the Convener of State Library Committee/State Library planning Committee.
7. The State Government/U.T. Administration or the State Library Committee/State Library Planning Committee will scrutinize the application and will forward it with such recommendation as they may deem fit. in the prescribed form.
8. Each application should be accompanied by the following document / information.
  - (i) In case of Government of Department/Institution/Organization, the designation of Head of the Department /Head of office sponsoring the project.
  - (ii) In case of a non-Government Institution/library Association, **Constitution of the organization/Memorandum of Association, copy of the latest available annual report, audited annual accounts and Society Registration Certificate.**
  - (ii) A detailed description of the project for which assistance is requested along with its duration and qualification and experience of the staff to be employed.
  - (iii) Financial statement of the project giving item-wise details of expenditure.
  - (iv) Information relating to the grants received, promised or the requests therefore made, if any to other bodies.

### **Conditions for Assistance**

9. Once the project/proposal and estimates have been approved and grant assessed on the basis of these estimates they shall not be modified by the organization without prior approval of the RRRLF.

10. Every article purchased with the assistance from the RRRLF should bear the inscription "Purchased with the assistance from Raja Rammohun Roy Library Foundation."
11. The institution/organization shall maintain a record of all assets created wholly or substantially out of the RRRLF's assistance. The asset to be created shall not be disposed of without the prior approval of the RRRLF. Should the library cease to exist at any time, the properties acquired with this assistance shall be vested with the RRRLF.
12. The grant will be released in favour of grantee institution.
13. The project is subject to inspection of the RRRLF or the State Government/U.T. Administration.
14. The RRRLF/Government have the right to stop payment of assistance and to recover the earlier grant when the sanctioned money is not utilized for approved purposes.
15. The grant is required to be utilized within three months from the date of receipt of the cheque.
16. Expenditure prior to receipt of the sanction order will not be computed towards utilization of the grant.
17. Decision of the RRRLF in respect of approval of the project/proposal and the amount of assistance shall be final and binding on the grantee institution in all cases.

### **Submission of Document after Utilization of Grant.**

18. The grantee institution/organization shall submit an annual report regarding the working of the project to the RRRLF.
19. In case of non-Govt. organizations, the grantee institution shall submit to the RRRLF utilization certificate in the prescribed format duly signed by the authority of the institution and countersigned by the Chartered Accountant/Government auditor along with copy of the purchase voucher together with audited statements of accounts within six months from the closing of the financial year in which the grant was utilized.  
  
In case of Govt. organization, the grantee organization shall submit to the RRRLF utilization certificate in the prescribed format duly signed by Drawing and Disbursing Officer and countersigned by the Head of the Office along with copy of the purchase voucher together with the statement of expenditure duly signed by the Head of the Office.
20. In case of failure to submit requisite documents in utilizing the grant within a reasonable time without valid reason the grantee institution is liable to refund the entire amount of the grant to the RRRLF.

**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 liable 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 :