# Matching Scheme Of Assistance To Public Libraries Towards Increasing Accommodation

## Title and Object

1. The object of this matching scheme is to render matching assistance to Government run or aided libraries for increasing accommodation. This scheme is known as "Matching Scheme of Assistance to Public Libraries towards increasing Accommodation".

## Types of Institutions/Organisations Eligible for Assistance

2. For the purpose of this scheme a public library is a library run or aided by a State Government or a Local Body or established under an Act of a State Legislature or a Resolution of State government/U.T. Administration.

3. Assistance under this scheme will be given to public libraries whether run or aided by the State Government/U.T. Administration and local bodies.

4. In order to be eligible for financial assistance under the scheme a non-Government public library should ordinarily possess the following characteristics:

   i. It should have a properly constituted managing body.

   ii. It should have been in existence for a minimum period of three years.

   iii. It should have adequate facilities, resources, personnel etc. to run the library.

   iv. The library should be open to all without discrimination.

   v. It should have at least 3000 books (in case of urban libraries) and 2000 books (in case of rural libraries) in its stock.

   vi. Its working should have been reported satisfactory by the State Government/U.T. Administration.

## Scope of Assistance

5. Assistance under the scheme will normally be given to any categories of libraries **both government and non-government in status** for construction of a new building or extension of the existing building.

   **Normally no assistance will be given if the project for which the grant applied for is covered under any scheme of the Central Government or State Government/ Union Territory Administration.**

## Extent of Assistance

6. Financial assistance will be given out of the matching fund.

7. The extent of assistance will be as follows :

- Rs.75.00 lakh (one-time) for State Central Library
- Rs.25.00 lakh for Divisional/District Library (once in 10 (Ten) years).
- Rs.15.00 lakh for Sub-Divisional/Taluka/Mondal Library (once in 10 (Ten) years)
- Rs.6.00 lakh for other libraries (once in 10 (Ten) years).

## Procedure for submission of Application

8. The RRRLF will not entertain applications received directly for assistance under the scheme. The application will be received only through the Convener, SLC/SLPC with their recommendations in the prescribed form.

**Note: The State Library Committee will select some libraries for assistance under the scheme, collect their applications in the prescribed form and send them to the RRRLF with their recommendations.**

9. Each application should be accompanied by the following documents.

**(a) In case of non-Government organisation**

i. Constitution/Memorandum of Association of the organization and a copy of the valid Registration Certificate (Registration under Societies Registration Act or any relevant state Act)

ii. List of Members of the Board of Management/Governing Body/Managing Committee of the organization and the particulars of each member.

iii. Copy of the latest available Annual Report.

iv. A statement of (a) Receipts & Payments Accounts for the last 3 years, (b) Income & Expenditure Accounts (c) balance sheet for the last 3 years of the organization certified by a Chartered Accountant or a Government Auditor.

v. Plan approved by the local body viz. Corporation, Municipality, Panchayat and Notified Area Authority. If the proposed construction is a part of a bigger plan of construction the portion to be constructed with the fund of the RRRLF, should be demarcated with **'RED INK'** in the plan.

vi. A photograph of the existing building:

vii. Detailed estimates of the cost of construction based on PWD/CPWD prevailing rates of schedule duly authenticated by a registered firm of architect/building engineer/CPWD/PWD be attached. While submitting the

estimates for a new building or extension of the existing building the cost may be given phase wise in the manner indicated below.

**<u>In case of construction of the ground floor:-</u>**

a. Total cost of construction upto plinth level

b. Total cost of construction upto roof level

c. Total cost of the remaining work

**<u>In case of construction of work other than the ground floor</u>**

a. Total cost of construction upto linton level

b. The cost of construction when the roof has been laid

c. The cost of construction of the remaining work.

viii. Copy of registered deed of the land. If the registered deed is in regional language an English version of the same duly authenticated.

ix. A certificate from Government Pleader to the effect that the original Registered Deed has been inspected by Government Pleader, the land belongs absolutely to the library/organization and not to anybody else, the same was purchased from a person who had a valid title of the property, the same is free from encumbrance and free from any litigation and it is not affected by the Urban Land (Ceiling and Registration) Act, 1976.

**(b) In case of Government organisation**

(i) Attested copy of the State Government/Union Territory Administration under which library has been established or converted into a sponsored / Govt.Library.

(ii) Plan approved by the local body viz. Corporation, Municipality, Panchayat and Notified Area Authority. If the proposed construction is a part of a bigger plan of construction the portion to be constructed with the fund of the RRRLF, should be demarcated with **'RED INK'** in the plan.

(iii) Detailed estimates of the cost of construction based on PWD/CPWD prevailing rates of schedule duly authenticated by a registered firm of architect/building engineer/CPWD/PWD be attached. While submitting the estimates for a new building or extension of the existing building the cost may be given phase-wise in the manner indicated below.

(iv) A photograph of the existing library building.

**In case of construction of the ground floor:-**

a. Total cost of construction upto plinth level

b. Total cost of construction upto roof level

c. Total cost of the remaining work.

**In case of construction of work other than the ground floor:**

a. Total cost of construction upto linton level

b. The cost of construction when the roof has been laid

c. The cost of construction of the remaining work.

d. Copy of registered deed of the land/copy of the documentary evidence towards the allotment of the land to the library issued by the competent authority. If the registered deed/allotment letter in regional language an English version of the same duly authenticated.

## Conditions for Assistance

10. The grant will be released in two instalments, 50% as first instalment and 50% as second and final instalment. However in case of grant upto Rs.50,000/-the grant will be released in one instalment.

In case construction work is undertaken by any govt. agency like PWD, CPWD, construction Corporations of Central/State Governments and the like, the approved amount may be released in one instalment in lieu of two instalments provided in the existing rules.

a) First instalment will normally be released with the sanction of the scheme and on receipt of the bond on non-judicial stamped paper as per prevailing rate prescribed by the government, stamped pre-receipt of the first instalment and an undertaking to the effect that the organization abides by the terms and conditions of the grant laid down in the sanction letter. However government organizations are exempted from stamp duty.

b) Second instalment will be released on receipt of the following document

(i) Utilisation Certificate for the amount of the first instalment.

(ii) Statement of expenditure duly certified by the Chartered Accountant or Government Auditor and countersigned by the Head of the organization with office seal. In case Government organization statement of expenditure certified by the DDO is required.

(iii) A progress report of the construction duly certified by the District Library Officer/Officer-in-charge of Public Library Services of the concerned District /Officer-in-charge of Library Services of the State/Union Territory Administration.

(iv) Stamped pre-receipt for the second instalment.

(v) Photograph of the under constructed building.

11. The grant will be released by Account Payee Cheque drawn in favour of the organization

12. Once the plan and estimates have been approved and reasonableness of the grant assessed on the basis of these estimates, they shall not be modified by the organization without the prior approval of the RRRLF. Escalation to the cost of construction, if any, will not be borne by the RRRLF.

13. An organization in receipt of financial assistance shall be open to inspection by an officer of the RRRLF or the Government of India or the concerned department of the State Government/Union Territory Administration.

14. In case of grants for construction, an organization must complete the same within a period of two years from the date of receipt of the first instalment of grant-in-aid unless prior permission for extension is granted by the RRRLF. After the completion of the construction work the grantee library is required to fix a tablet in a prominent place of the building displaying that **"Constructed with the assistance of Raja Rammohun Roy Library Foundation".**

15. The organization shall maintain a record of all assets acquired wholly or substantially out of the grant. Such assets shall not be disposed of, encumbered or utilized for purposes other than those for which grant was given without prior sanction of the RRRLF. Should the organization cease to exist at any time, assets created with the grant shall revert to the RRRLF.

16. No portion of a grant shall be paid until the controlling authority of the organization has executed a bond in the approved form, securing to the RRRLF of a prior lien on the building for the purpose for which the grant was given.

17. When the RRRLF/State/U.T. Government have reasons to believe that the sanctioned money is not being utilized for the approved purposes, the payment of grant may be stopped and the earlier grant will be recovered.

18. The organization must exercise reasonable economy in the working of the approved project/proposal.

19. If the RRRLF requires clarification on any point not contained on the statements, the organization shall furnish it within the time specified by the RRRLF failing which the application will not be considered.

20. Decision of the RRRLF in respect of approval of the project/proposal and amount of assistance shall be final and binding on the grantee institution in all cases.

21. Grant will be sent to the library under intimation to the concerned Convener of SLC/SLPC.

## Submission of documents after Utilization of Grant

22. On completion of the project within the stipulated period, the grantee library will send to the RRRLF, under intimation to the Convener, the following documents

**(a) In case of non-Government organization**

(i) Utilisation Certificate for the entire grant

(ii) Audited Receipts & Payments Accounts, Income & Expenditure Accounts and Balance Sheet of the organization as a whole for the year (s) in which the grant was utilized

(iii) Completion Certificate to the effect that the construction works of the building has been completed in accordance with the approved plan and specification by the State PWD/CPWD Engineer duly countersigned by the Head of the organization with office seal together with a brief report on the construction completed duly countersigned by the District Library Officer/Officer-in Charge of Public Library Services of the concerned District/Officer-in-Charge of Library Services of the State Government/Union Territory Administration

(iv) Form G.R.F. 19 duly filled-in, for assets acquired out of the grant

(v) At least one copy of photograph of the construction of the building duly authenticated

## (a) In case of Government organization

(i) Utilization Certificate for the entire grant

(ii) Statement of expenditure duly certified by the DDO

(iii) Completion Certificate to the effect that the construction work of the building has been completed in accordance with approved plan and specification by the State PWD/CPWD Engineer duly countersigned by the Head of the organization with office seal together with a brief report on the construction completed duly countersigned by the District Library Officer/Officer-in-Charge of Public Library Services of the

concerned district/ Officer-in-Charge of Library Services of the State Government/Union Territory Administration

(iv) Form G.F.R. 19 duly filled-in, for assets acquired out of the grant

(v) At least one copy of photograph of the construction of the building duly authenticated

**APPLICATION FOR GRANT-IN-AID UNDER THE MATCHING SCHEME OF ASSISTANCE TO PUBLIC LIBRARIES TOWARDS INCREASING ACCOMODATION**

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

**Subject: Assistance to public Libraries towards Increasing Accommodation.**

Sir,

I submit herewith an application vide Annexure-1 for a grant under the "Matching Scheme of Assistance to Public Libraries towards Increasing Accommodation". 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 is given. Should the library cease to exist at at any time, such properties shall revert to the RRRLF.

(b) The accounts of the project shall be properly maintained. They will always be open to check by an officer deputed by the RRRLF or the State Government/U.T. Administration.

(c) If the RRRLF or the State Government/U.T. Administration have reasons to believe that the grant is not being utilized for approved purposes, the RRRLF may stop payment of further instalments and recover earlier grant in such manner as they may decide.

(d) The library will exercise reasonable economy in construction/extension works of its building. In case there is any increase in the cost of construction, the library will not approach to RRRLF for enhanced and extra expenditure.

(e) The construction/extension of the building will be completed within the stipulated period mentioned in the application.

(f) No change in the approved plan will be made by the library without the prior approval of the RRRLF

(g) On completion of the project, the library will be liable to furnish the Utilization Certificate and the Audited statement of A/cs. Certified by a Chartered Account/Statement of the Expenditure duly Certified by the DDO to the RRRLF under intimation to the State Government/U.T. Administration alongwith other document as mentioned at clause 22 of the rules of the scheme.

(h) In case of failure to submit requisite documents in utilizing the grant within the stipulated period, the library shall be liable to refund the entire amount.

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/organisation sponsoring the project:

1B 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. Date of establishment of the library :
(Xerox copy of the Society Registration Certificate/Order for adopting the library under sponsorship scheme be attached, if any)

3. Where 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 RCC construction?

4. Nature of the library :
(Tick the appropriate)

Govt./Sponsored/Aided/
Run by Local Body or LLA or Notified Area Authority/Non-Govt.

5. **(a) In case of Government Libraries**

Designation & postal address of the Head of the Department and Head of Office

**(b) In case of other libraries**

Date of Registration under Societies Registration Act, 1860, (Xerox copy of the Registration Certificate be attached) :

6. Average no. of readers and borrowers per month :

7. The total no. of manuscripts, books and periodicals available in the library :

a) Periodicals :
b) Books :
c) Manuscripts:
d) Other items :

8. Whether any grant is received for the construction of building from RRRLF on earlier occasion.

Yes/No

If yes, particulars of the grant be furnished :

9. Particulars of the construction

(a) Description of existing building, if any

(b) Description of the proposed building with the assistance from the RRRLF :

(c) Amount of assistance required to complete the construction:

10. Whether any grant is received from any other source for the same purpose, if so, give particulars:

11. Total estimated expenditure of the proposed construction.

12. How long it will take to complete the construction (organization must complete the construction with two years from the date of receipt of the first instalment)

13. (i) Whether the plan for the proposed construction is approved by the local body, viz. corporation, Municipality, Panchayat and Notified Area Authority (if the proposed construction is a part of bigger plan, the portion proposed to be covered under the proposed scheme should be demarcated with **RED INK** on the body of the plan. Approved plan to be attached.

(ii) Please indicate whether the total estimated cost of the construction of the building is based on the state PWD/CPWD prevailing rates and duly authenticated by a registered firm of architect/building engineer/PWD/ CPWD (Original estimates to be attached):

**(iii) In case of proposed construction of the ground floor-**

(a) Total cost of construction up to plinth level:

(b) Total cost of construction up to roof level:

(c) Total cost of the remaining work:

**(iv) In case of construction for works other than the ground floor-**

(a) The cost of construction upto linton level:

(b) The cost of construction when the roof has been laid:

(c) The cost of construction of the remaining work:

14. Does the plot of land on which the building is proposed to be constructed belong to the library? Mention to total area of the land with cost thereof (Copy of the deed with an English Version in case the deed in regional language along with a certificate from government Pleader should be attached):

15. An undertaking to be furnished to the effect that the organization will bear the cost exceeding prescribed limit in case estimates are beyond the approved ceiling of limit.

**16. 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 - _____

**List of Enclosures:**

i) Constitution/Memorandum of Association of the organization

ii) Copy of the Society Registration Certificate

iii) Copy of the English version of the Deed

iv) Certificate of the Government Pleader

v) Copy of the Latest available Annual Report

vi) Copies for last three years Audited Accounts

vii) Approved/Sanctioned plan of the proposed building

viii) Estimate for the construction

ix) Photograph of the existing building

Signature of the applicant
with designation and
office seal

Place :

Date :

Countersigned
Drawing & Disbursing Officer of the library
**(In case of Govt. library only)**

12. **Recommendation**

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