**APPLICATION FOR MATCHING ASSISTANCE TOWARDS BUILDING UP OF ADEQUATE STOCK OF BOOKS AND READING MATERIALS IN PUBLIC LIBRARIES**

From :

(To be routed though the State Government/Union Territory Administration)

To

The Director General

Raja Rammohun Roy Library Foundation

Block-DD-34, Sector-I, Salt Lake

Kolkata – 700 064.

**Subject: MATCHING ASSISTANCE TOWARDS TOWARDS BUILDING UP OF ADEQUATE STOCK OF BOOKS AND READING MATERIALS IN PUBLIC LIBRARIES**

Sir,

I submit herewith an application with required documents for assistance under the “**Matching assistance towards Building up of Adequate Stock of Books and Reading Materials In Public Libraries”**

 I certify that I have read the rules and regulations of the Matching Book Assistance scheme and I undertake to abide by the guidelines.

I am authorized to submit the application.

 Yours faithfully

Signature with Office Seal

Name of the applicant ( Director/Convener/ OSD Libraries/Nodal Officer)

Place:

Date : Designation

 (In Block Letters)

Application for Matching Scheme of Book Assistance

**APPLICATION FOR MATCHING ASSISTANCE TOWARDS BUILDING UP OF ADEQUATE STOCK OF BOOKS AND READING MATERIALS IN PUBLIC LIBRARIES**

**(All the columns are to be filled up properly in English or Hindi in Capital letters)**

|  |  |  |
| --- | --- | --- |
| 1.  | Name of the Applicant Directorate /Organization / Library: |  |
| 2 | Name of the State |  |
| 2A. | Postal address : |  |
| 1. Premises No./Street
 |  |
| 1. Village/Town
 |  |
| 1. Post Office
 |  |
| 1. District
 |  |
| 1. Pin Code
 |  |
| 1. Mobile No of the applicant
 |  |
| 1. E-mail ID
 |  |
| 3. | No. of Libraries to be provided with Books:

|  |  |  |
| --- | --- | --- |
| **Govt/Govt Sponsored / Govt Local Body** | **Private/NGO/Trust run** |  |
| Urban | Rural | Urban | Rural | Total |
|  |  |  |  |  |

 |
| 4. | The total no. of books selected by the duly constituted selection committee:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Language** | **No. of Titles** | **Amount** |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |
| 4) |  |  |  |
| 5) |  |  |  |
| Total amount (net order value) |  |  |

 |
| 5. | Total Amount of Books to be Ordered (Net Order value) |  |
| 6. | Total amount sought for Operational Charges for distribution of Books(Maximum 5% of net order value) |  |
| 7. | Total amount of Matching Book assistance sought (5+6) |  |
| 8. | Enclosure ( Checklist)1. Minutes of State Library Committee where the budget was approved
 | Annexure ….. |
| 1. Duly signed Book List containing Title, Author, Price, no. of copy, discount% etc.
 | Annexure…… |
| 1. Minutes of the Book Selection Committee
 | Annexure………… |
| 1. List of recipient Libraries
 | Annexure……. |
| 1. Bank Account Details in specified Format
 | Annexure……. |
| 1. Declaration in format enclosed
 |  |

**Signature with Office Seal**

Application for Matching Scheme of Book Assistance

**Declaration**

 **On behalf of the Department/ organization I solemnly declare that**,

1. The particulars furnished in this appliaction are true.
2. I certify that I have read the rules and regulations of the matching book assistance scheme of RRRLF and I undertake to abide by the guidelines for selection and ordering. RRRLF will not remain responsible for any deviation, discrepancy, ordering and disbursement of payment out of the matching assistance.
3. It is hereby certified that all books procured under the matching book assistance scheme of RRRLF pertaining to the previous selection has been delivered to the recipient libraries.
4. Utilization Certificate and other documents related to previous assistance received by this Directorate / Organisation under the scheme of RRRLF will be provided in a time bound manner.
5. Payment to the publisher/Supplier/Author for books ordered will be made through ECS after receipt of the ordered books.
6. Books to the recipient libraries will be delivered within three(3) months and all records for receipt & deliver will be kept properly.
7. All the recipient libraries are providing satisfactory services to the citizens.
8. The Department will maintain all records for selection, order and payment released to facilitate prompt reply to any RTI Application, Audit Query and Parliament/ Assembly query etc in a time bound manner.
9. The Utilisation Certificate, detail expenditure statement and a Certificate to the effect that all the ordered books have been received and delivered to the recipient libraries will be submitted within four(4) months from the date of receipt of payment.

 Signature with Office Seal

Name of the applicant ( Director/Convener/ OSD Libraries Nodal Officer)

Place: Designation

Date : (In Block Letters)

 (Seal)