**APPLICATION FOR FINANCIAL ASSISTANCE UNDER THE MATCHING SCHEME OF ASSISTANCE TOWARDS DEVELOPMENT OF LIBRARY ON WHEELS SERVICES**

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.

Web: rrrlf.gov.in, E-mail: rrrlf-wb@nic.in

**Subject: ASSISTANCE TOWARDS DEVELOPMENT OF LIBRARY ON WHEELS SERVICES.**

Sir,

 I submit herewith an application vide Annexure – I, check List and Annexure – II & III for a grant under the “Assistance towards development of Library on Wheels Services”. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them.

 Yours faithfully

Place :

Date : Signature of the applicant

with designation and office seal

**Annexure – I**

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

|  |  |  |
| --- | --- | --- |
| 1.  | Name of the Applicant Base Library: |  |
| 2. | Postal address : |  |
| 1. Premises No./Street
 |  |
| 1. Village/Town
 |  |
| 1. Post Office
 |  |
| 1. District
 |  |
| 1. State
 |  |
| 1. Pin Code
 |  |
| 1. Contact details of the Base Library
 | Tel :Email: |
| 1. Contact details of the applicant
 | Mob :Email: |
| 1. Whether the base library located at
 | 1. (i) Urban area (ii) Rural area
 |
| 3. | Nearest Railway Station/Bus Stop/Land Mark: |  |
| 4. | Date of establishment of the base library :(Enclose the photocopy of the Govt. Order) |  |
| 5. | Status of the Base Library (Specifically Govt. Library):(Tick the appropriate) | State Central Library / District Library / Regional Library / Divisional Library / Sub-Divisional Library / City Central Library / Other Govt. Public Library (please specify the status of the library with authenticated Govt. order) |
| 6. | i) Total no. of Staff in the base library: ii) No. of professional staff (With B.lib./ M.Lib.) iii) No. of Semi-Professional Staff (with Cert. in Lib. Sc.) | Full time Part time ( ) ( )………………………………….…………………………………. |
| 7. | (i) Total No. of Registered Members :(ii) Average no. of readers per day : | ………………………………….…………………………………. |
| 8. | i) Total No. of Books available in the Base Library (As per Accession register)ii) Total No. of periodical titles including magazines & e-Journals subscribed by the base libraryiii) Total No. of E-books / CD-ROM / Video & Sound Recordings | ………………………………….………………………………….…………………………………. |
| 9. | (i) Total No. of Computer(s) available(ii) Internet Connection(iii) Internet facility for users(iv) Library Automated | ………………………………….Yes / No Yes / No Yes / No |
| 10. | Whether any grant is received from RRRLF.If yes, particulars (RRRLF sanction Letter no. and amount) of the grant be furnished :  |  Yes / No |

|  |  |
| --- | --- |
| 11. | **Area to be covered under the scheme :** |
| Name of the Service Points / locality with number of populations to be covered with approx. distance from the base library: | Service Points/locality Name | Population (approx.) | Distance (approx.) from the base library |
| **i)** |  |  |
| **ii)** |  |  |
| **iii)** |  |  |
| **………….** |  |  |
| 12. | **Item-wise details of estimated expenditure to be incurred for the project** |
| 1. Laptop
 |  |
| 1. Wi-fi Router
 |  |
| 1. Internet Service Charge
 |  |
| 1. Table
 |  |
| 1. Chair
 |  |
| 1. Total estimated Fuel charges (approx.) per year (mentioning total distance to be covered by the vehicle per day)
 |  |
| 1. Cost of Fuel per litre
 |  |
| 1. Contingency expenses including maintenance cost of the Mobile van
 |  |
| 1. Remuneration of the Mobile Librarian-cum-driver
 |  |
| **Total :** |  |
| **Note** : (a)Preferences should be given for procurement through GeM portal.(b) Quotations generated through GeM Portal / GST quotations containing make, model no., price, quantity etc. have to be furnished. |

**Declaration**

 On behalf of the base library, 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. I also declare that no Utilization Certificate and other documents related to previous assistance received by this library through RRRLF are pending.

I also declare that

1. The library must maintain Asset Register / Stock entry register for items acquired or received under this scheme of assistance towards development of library on wheels services, Cash Book, Accession register, Membership register with complete address and mobile no. of the users, Visitor’s book, circulation register, Issue/Return register etc.
2. The library also maintain a Log book recording the operation of the Mobile Library Van, showing date, area(s) visited, distance covered with starting miles and ending miles in milometer, name of the driver and accompanying staff.

**List of Enclosures: Please see Check List.**

Place: Name of the applicant

 Designation

Date : (In Block Letters)

 Signature with Office Seal**Annexure – II**

**Recommendation of State Government/U.T Administration**

This is to certify that the project is useful for improvement of library services in the State/U.T. and the library deserves assistance from the RRRLF. An Officer of the Department has inspected the library and found the library eligible for receiving assistance under this matching scheme as a base library. The amount of assistance recommended is Rs. ……………… (Rupees ……………………………………………………..) only in favour of ……………………………………………………………………………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 with Office Seal.

Place :

Date :

**Annexure - III**

**UNDERTAKING**

This is to certify that this project brings library services to the doorsteps of the citizens including the disadvantaged sections of the society with the mission to make available quality reading resources and to develop reading habit among the masses. We also undertake that this project under the Matching assistance towards development of Library on Wheels Services will continue after successful operation of three years.

In case, the Library on Wheels services discontinue by the State/UT authority for any reason, the mobile van will have to return to that Philanthropic organization, Corporate Bodies etc. from where the said mobile van received as a gift by the State/UT library authority.

 Signature…………………………….

Name and designation of the Convener,

 SLC/SLPC with Office Seal.

Place :

Date :

**Check List for Library on Wheels Services**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Particulars** | **Check (Tick)** |
| 1 | Forwarding Letter |  |
| 2 | Application. |  |
| 3 | Government notification on the status of the base library  |  |
| 4 | Photocopy of the Govt. order about the date of establishment of the base library |  |
| 5 | Copy of the letter issued to the Philanthropic organization, Corporate Bodies etc. by the State/UT authority |  |
| 6 | Copy of the confirmation letter from the Philanthropic organization and/or Corporate Bodies to the State/UT authority |  |
| 7 | Photocopy of the bipartite agreement between the donor i.e. Philanthropic organization, Corporate Bodies etc. and donee i.e. State/UT Library authority / Base Library  |  |
| 8 | Latest Annual Report of the base library |  |
| 9 | Quotations generated through GeM Portal / GST quotations of the items to be purchased. |  |
| 10 | A detailed description of the project with justification |  |
| 11 | SLC’s Recommendation along with the Minutes |  |
| 12 | An Undertaking to bear the liability in excess of the ceiling limit of the scheme and recommended amount by the SLC. |  |

Signature of the Applicant

with Office Seal

Place :

Date :