

Raja Rammohun Roy Library Foundation
Block- DD-34, Sector - I, Salt Lake City, Kolkata- 700 064

MATCHING SCHEME OF ASSISTANCE TO PUBLIC LIBRARIES TOWARDS INCREASING ACCOMMODATION

1. Title and Object

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

2. Types of Institutions/Organisations Eligible for Assistance

- a) 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.
- b) Assistance under this scheme will be given to public libraries whether run or aided by the State Government/U.T. Administration and local bodies.
- c) 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 2000 books (in case of urban libraries) and 1000 books (in case of rural libraries) in its stock.
 - vi. Its working should have been reported satisfactory by the State Government/U.T. Administration.

3. Scope of Assistance

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/extension/renovation of the existing building including Interior design, lighting, signage etc to provide better infrastructure and reading ambience.

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.

4. Extent of Assistance

- a) Financial assistance will be given out of the matching fund.
- b) The extent of assistance will be as follows (Once in 10 years):
 - (i) State Central Library Rs. 200.00 lakh
 - (ii) District/ Divisional/ Regional/ Mondal Library - Rs. 100.00 lakh

- (iii) Sub-divisional/Town/Taluka/City Central Library/Municipal Library- Rs. 50.00 lakh
- (iv) Other libraries including Rural Libraries- Rs. 25.00 lakh

NB 1: The total quantum of assistance as mentioned above may be sanctioned within a period of Ten (10) years from the date of utilisation of the first grant received under this scheme.

NB 2: Provided that the maximum amount may be revised upwards with the concurrence of the State.

5. Procedure for Submission of Application

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.

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 and (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, Village Council 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.

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
- viii. Copy of registered deed of the land/ Lease Deed for not less than 30 years / Land Allotment letter. If the document 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 Regulation) Act, 1976. In case of North eastern states Certificate may be obtained from the appropriate authority, as certified by concerned State Government.

(b) In case of Government Organisation

- i. Attested copy of the order 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.

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.
- iv. A photograph of the existing library building.

- v. Copy of registered deed of the land/ Lease Deed for not less than 30 years / Allotment letter. If the document is in regional language, an English version of the same duly authenticated.

6. Conditions for Assistance

- a) The grant will be released in two installments, 50% as first installment and 50% as second and final installment.

Director General may relax the installment payment in respect of Govt. libraries / organization on receipt of request from the State/U.T/District Library Authority or Government Library with justification

(i) 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 in the prescribed format for the amount spent so far duly signed by the library and countersigned by Chartered Accountant/ Government Auditor. In case of Government organizations Utilization Certificate certified by the DDO is required.
- (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 of Government organizations 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 building under construction.

- c) The grant will be released by ECS, Account Payee Cheque drawn in favour of the organization / Executing Agency.

- d) Once the plans 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.

- e) 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.

- f) 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”**.

- g) 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.
- h) 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.
- i) 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.
- j) The organization must exercise reasonable economy in the working of the approved project/proposal.
- k) 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.
- l) 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.
- m) Grant will be sent to the library under intimation to the concerned Convener of SLC/SLPC.

c) Submission of documents after Utilization of Grant

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 in the prescribed format for the entire grant duly signed by the library countersigned by Chartered Accountant/ Government Auditor;
- (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 duly certified by Chartered Accountant;
- (iii) Completion Certificate to the effect that the construction work of the building has been completed in accordance with the approved plan and specification by the Registered Engineer/Architect 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 and signed, for assets acquired out of the grant;
- (v) At least one copy of photograph of the construction of the building duly authenticated.

(b) In case of Government organization

- (i) Utilisation Certificate in the prescribed format for the entire grant duly signed by DDO;
- (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 the approved plan and specification by the Registered Architect 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 and signed, for assets acquired out of the grant;
- (v) Photograph of the construction of the building duly authenticated;
