

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

NON-MATCHING SCHEME OF ASSISTANCE FOR CHILDREN LIBRARY AND ESTABLISHMENT OF RRRLF CHILDREN CORNER

1. Title and Object:

The Scheme is known as '**Non-Matching Scheme of Assistance for Children Library and Establishment of RRRLF Children corner**'.

The object of the scheme is to support and promote children's libraries/children section of general public libraries all over the country to attract the children to the library for development of reading habit, to equip children with life-long learning and literacy skills, enables them to participate and contribute to the community.

2. Types of Institutions/Organisations eligible for Assistance :

Following types of libraries will be eligible for assistance under the scheme.

- a) State Central Libraries, District Libraries and Sub-Divisional Libraries run by Government or established/sponsored under the provision of the Public Libraries Act ;
- b) A Children Library or Public Library with Children's Section managed by local body viz. Corporation, Municipality, Panchayat etc.
- c) A Central Government sponsored children library like Jawahar Bal Bhavan, Aurobindo Bal Kendra etc. ;
- d) A Registered Children's Library or Registered Public Library with Children's Section ;
- e) A children's library or public library with children's section run by a Registered Voluntary Organisation (NGO).

Note: Under all non-matching schemes, except Seminar scheme, application of an organization/library will be considered after a gap of three years from the date of release of last assistance.

3. Scope of Assistance :

- i) Purchase of children books, periodicals, comics, brochures, charts, maps, globes, educational toys, learning games etc. ;
- ii) Purchase of audio-visual materials including TV and other educational materials suitable for children ;
- iii) Purchase of specially designed furniture including book racks, reading tables and chairs;
- iv) Purchase of computer with multimedia kit, software etc.
- v) Special furnishing, decoration and painting;

Any other related items for providing library services to the children will also be considered.

Sanctioned grant will be released **in two instalments**, 75% of the total approved grant will be released as first instalment on submission of relevant required documents and balance 25% will be released after completion of the approved project on submission of documents after utilization (as per Clause 8)

4. Space :

Children of all ages should find the library an open, inviting, attractive, challenging and non-threatening place to visit. Ideal children service needs its own library area which must be easily recognizable (special furnishing, decoration and colours and distinct from other parts of the library). But taking into consideration the situation of the public libraries in India, the assistance will be rendered to such libraries, covered under the above criteria, who offer adequate space (minimum 15 ft. X 12 ft.) exclusively for the purpose where children can meet and experience the enjoyment of reading and excitement of discovering knowledge and walks of imagination.

5. Extent of Assistance

I. Infrastructure :

- a) Creation of Children corner with a minimum of 15 ft. X 12 ft. Space with furniture, furnishing/Painting /Decoration, toilet with suitable provision for children etc : Rs.3.00 Lakh (at the time of initial establishment).
- b) Computer, Printer, UPS, Software and related items, TV, Video Player, Music System, E-Book Reader, Screen reading software etc for specially abled readers: Rs. 2.00 lakh (**Once in five years**).
- c) Furnishing / Painting / Decoration : Rs.1.00 lakh (**Once in five years after establishment**).

II. Reading and Other Resources :

Purchase of children books, periodicals, comics, brochures, charts, maps, globes, educational toys, learning games, Audio-Visual learning materials, Braille books or any other item for Children readers, storage materials, furniture etc. Rs 80,000/-

Books must have printed price. A single copy of any title having price less than Rs. 1500/- is allowed for purchase at a discount not less than 10%. Books should be selected by a duly constituted **Book Selection Committee** having at least five(5) members consisting of local teachers, educationists, authors , Government Officers etc keeping in view the general needs of the readers of public libraries. Selected book list duly signed by the members and also list of committee members have to be submitted.

Note:Children Corner should be established clearly as a separate section from other service sections of the library.

NB: Provided that the maximum amount may be revised upwards with the approval of the Chairman.

6. Procedure of submission of Application

- a)** The application from Central Government sponsored institution/ organization, such as Jawahar Bal Bhavans etc. will be received directly by the RRRLF containing the documents as mentioned under **Clause B**.
- b)** Library/Organisations other than those mentioned in Clause 6(a) should submit their applications in the prescribed form complete in all respect to the Convener, State Library Committee/State Library Planning Committee of concerned State Government Union Territory Administration for onward transmission to the RRRLF alongwith the following documents:

A. In case of Registered non-government libraries/organizations :

- i) Copy of the registration certificate;
- ii) Constitution of the organization/Memorandum of Association;
- iii) Copy of the latest available Annual Report;
- iv) Audited Receipts and Payments Accounts, Income & Expenditure Accounts and Balance Sheet of the organizations/institutions/library as a whole of organization for last year with the audit certificate from a Chartered Accountants or a Government Auditor ;
- v) Original four(4) quotations having valid GST No. containing item wise detailed specification, like brand name, model number, configuration, material, height, width, rate, quantity, price for the items of furniture, equipments, furnishing etc., proposed to be purchased.

(Brand name and model number of each item should be same in respect of all quotations.)
- vi) A comparative statement prepared on the basis of four(4) quotations.
- vii) An undertaking to bear the liability in case the proposed amount exceeds the approved amount.
- viii) Unique ID of the organization generated through NGO Darpan website (<https://ngodarpan.gov.in>)

B. In case of Government / State Autonomous Body / Local Body :

- i) Original four(4) quotations having valid GST No. containing item wise detailed specification, like brand name, model number, configuration, material, height, width, rate, quantity, price for the items of furniture, equipments, furnishing etc., proposed to be purchased.

(Brand name and model number of each item should be same in respect of all quotations.)
- ii) A comparative statement prepared on the basis of four(4) quotations.

- iii) An undertaking to bear the liability in case the proposed amount exceeds the approved amount.
- c) Convener, State Library Committee/State Library Planning Committee of the concerned **State/Union Territory Administration will scrutinize the applications in the light of above provisions and will forward them with such recommendation as he/she may deem fit, keeping in view the earmarked number of applications circulated by the Foundation at the beginning of each year.**

7. Condition of Grant

- a) Once the project along with the items and estimate have been approved and grant assessed on the basis of these estimates, no further modification will be permitted;
- b) On receipt of the application, the RRRLF will subject to availability of the fund, issue sanction letter to the eligible organizations/ institutions/ libraries for submission of **Bond, stamped pre-receipt** and other documents as laid down in the sanction letter.
- c) On receipt of the relevant documents mentioned above RRRLF will release the grant by Demand Draft through ECS/PFMS directly to the grantee institutions/ organizations/libraries under intimation to the Convener.
- d) ***Expenditure prior to receipt of the sanction order will not be computed towards utilization of the grant.***
- e) If RRRLF requires clarification on any point not contained in the application, the institutions/organizations/libraries shall supply it within the time specified by the RRRLF failing which the application will not be considered.
- f) Decision of the RRRLF in respect of approval of the project and amount of assistance shall be final and binding to the grantee institution in all cases.
- g) The institutions/organizations/libraries shall maintain record of all assets created wholly or substantially out of the RRRLF's assistance. Should the library cease to exist at any time, disposal of the properties acquired with the grants shall be vested with the RRRLF.
- h) The institutions/organizations/libraries on receipt of the financial assistance shall be open for inspection by an officer deputed by the RRRLF or by the State Government/Union Territory Administration.
- i) **After furnishing the children corner, the grantee library is required to fix a tablet in a prominent place of the children corner displaying 'Raja Rammohun Roy Library Foundation Children Corner'.**
- j) All the assets purchased with the grant (i.e. books, furniture, equipments, computers etc., should be **rubber stamped or painted with 'purchased with the assistance of the Raja Rammohun Roy Library Foundation'**.
- k) In case of non-utilisation of grant, the grantee institutions/ organization/ libraries shall be liable to refund the unutilized grant to the RRRLF.

- l) The organization must exercise reasonable economy in the working of approved project.
- m) When the RRRLF/State Government/Union Territory Administration have reasons to believe that the sanctioned money is not being utilized for the approved purposes, the payment of the grant may be stopped and earlier grants will be recovered.
- n) The grant is to be utilized within six (6) months from the date of receipt of the grant money.

8. Submission of documents after utilization of the grant

A. In case of non-government organizations/sponsored library and Jawahar Bal Bhavan (JBB) etc. :

The grantee institution/organization/library shall submit the following documents within nine (9) months after the close of the financial year in which the grant was utilized.

- a) Utilisation Certificate in the prescribed format, duly signed by the organization, and countersigned by a Chartered Accountant/Government Auditor;
- b) Statement of Accounts audited by a Chartered Accountant for the expenditure incurred on the approved proposal indicating the utilization of the Assistance Sanctioned and countersigned by the head of the organization / library;
- c) List of books purchased containing accession numbers, author, titles, quantity, price etc., with total gross and net value with seal and signature of the competent authority ;
- d) List of furniture, equipments etc., purchased containing description, detailed specification, quantity, price and in case of TV, computer, multimedia kit, software etc., the model number, make, price etc., under seal and signature ;
- e) Photo copy of the vouchers/bills of furniture, books equipments etc., should be submitted ;
- f) Stock Entry Certificate of equipments, furniture and others (other than books) purchased with the grant under seal and signature;
- g) Duly filled-in and signed, asset declaration in the prescribed format acquired out of the sanctioned financial assistance;
- h) At least two photographs of children corner including items/equipments Procured.

B. In case of Government Organisation/State Autonomous Body/Local Body :

- a) Utilisation Certificate in the prescribed format containing the name of grantee library, duly signed by the Drawing and Disbursing Officer, of the organization with office seal and duly countersigned by Local Audit Fund;

- b) Statement of Expenditure on the approved proposal indicating the utilization of the Assistance Sanctioned duly certified by the DDO / Government Auditor and countersigned by the head of the organization / library;
- c) List of books purchased containing accession numbers, authors, titles, quantity, price etc., with total gross and net value with seal and signature;
- d) List of furniture, equipments etc., purchased containing description, detailed specification, quantity, price and in case of TV, VCD, DVD, computer, multimedia kits, software etc., the model number, make, price etc., under seal and signature ;
- e) Photo copy of the vouchers/bills of furniture, equipments, books etc. should be submitted;
- f) At least two photographs of children corner including items/equipments Procured.