

**GOVT. OF WEST BENGAL  
DIRECTORATE OF LIBRARY SERVICES  
BIKASH BHAWAN, SALT LAKE,  
KOLKATA-700091**

**NOTICE**

**GRANTS TO NON-GOVT. NON-SPONSORED LIBRARIES**

Director of Library Services, West Bengal, invites applications in the following prescribed proforma from the Non-Govt. and Non-Sponsored libraries / Club cum Libraries / Libraries under Non-Govt. and Non-Sponsored Educational Institutions run by different Minority Communities of West Bengal for one time ad-hoc grant for the financial year 2018-19 to recognize their voluntary services to the society and also for the sake of better public library services to the peoples of West Bengal. To avail this Scheme, Libraries have to be established and rendered services minimum for the last 3 years prior to the respective calendar year(consideration year), in which the scheme is advertised. Application in White Paper or in the Letter Head of the Library along with all relevant information should be submitted to the District Library Officer of the concerned district in duplicate within 18.03.2019, along with the following information .

**Extent of Assistance :**

**Non-Govt. and Non-Sponsored libraries / Club cum Libraries / Libraries under Non-Govt. and Non-Sponsored Educational Institutions run by different Minority Communities established before the end of the year 2015 will receive grant Rs. 25,000/-.**

**The no. of such assistance-receiving libraries will be determined as per availability of funds.**

**Essential Pre-requisites :**

The Non-Govt. and Non-Sponsored libraries / Club cum Libraries / Libraries under Non-Govt. and Non-Sponsored Educational Institutions run by different Minority Communities should be opened to all members of the society irrespective of caste, creed, sex, age, educational attainment etc. Libraries should procure books free from obscurantism. Libraries should open at least 5 days in a week, at least three hours a day. Libraries should be registered under the society Registration Act and also be renewed up to date. Last two years' Audit Report and Annual Report should be submitted. This grant should be utilised for purchase of Books and Periodicals and / purchase of Almirah / Racks (for shelving of Books). Selected Non-Govt. and Non-Sponsored libraries / Club cum Libraries / Libraries under Non-Govt. and Non-Sponsored Educational Institutions run by different Minority Communities should submit the Declaration (copy of the declaration may be available from the office of the District Library Officer) in 'Non Judicial Stamp paper' of Rs.10 signed by the members of the Managing Committee for using this grant only for the said purpose, if received. The Library / a Library under a Non-Govt. and non-Sponsored Educational Institution should submit the Utilisation Certificate of the grant in the office of the concerned District Library Officer within six months of the grant received. This Grant should be delivered only to the selected Non-Govt. and Non-Sponsored libraries / Club cum Libraries / Libraries under Non-Govt. and Non-Sponsored Educational Institutions run by different Minority Communities after screening of the applications and depends on the availability of funds. That is why mere application should not qualify the receiving of the Grant.

Libraries must have a separate room for the purpose of library/reading room. Libraries must introduce "Own Your Book" section. Libraries must raise the minimum collection of books and membership within 6 months from the date receipt of grant if selected.

**Each application should be accompanied by the following documents :**

- i) Xerox copy of registration of the Non-Govt. and Non-Sponsored libraries / Club cum Libraries / Libraries under Non-Govt. and Non-Sponsored Educational Institutions run by different Minority Communities under the Society Registration Act.
- ii) Certificate from local MP / MLA / G. P. Pradhan / Chairman of the Municipality / Mayor - in- Councilor of the Corporation about the functional status of the Library.
- iii) Last three years' Audit Report and Annual Report should be submitted.
- iv) Xerox copy of Utilisation Certificate, if the library received the grant earlier. If not received earlier, then a declaration to that effect should be submitted.

**Procedure of Submission of Applications :**

Non-Govt. and Non-Sponsored libraries / Club cum Libraries / Libraries under Non-Govt. and Non-Sponsored Educational Institutions run by different Minority Communities should submit their application in White Paper or in the Letter Head of the Library to the **District Library Officer** of the concerned district in duplicate within 18.03.2019, along with the following information. **No application will be received directly by the office of the Director of Library Services, West Bengal.**

**Prescribed format of application**

To,  
The District Library Officer, -----  
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Sir,

In accordance with the Advertisement published in ----- dated -----, I / We beg to apply for the ad-hoc Grant to our Library for the year 2018-19. Necessary particulars of my / our Library are given below.

- a) Name & Address of the Library (in Bold Letter) along with Telephone No.(if any):
- b) Date of Establishment of the Library :  
If it is Club cum Library / a Library under a Non-Govt. and Non-Sponsored Educational Institution run by different Minority Communities, then Date of Establishment of the Club / Non-Govt. and Non-Sponsored Educational Institution :  
Date of Establishment of the Library :
- c) Whether Library is registered under society Registration Act :  
If Yes, the Registration No. with Date. :
- d) Whether the Library is "own building/reading room facility or not.
- e) Whether the Library is open to all or Not :
- f) Total No. of Books in the Library (as on 30.09.2018) :
- g) Total No. of Members of the Library (as on 30.09.2018) :
- h) Total No. of Users used the Library daily :
- i) Working days of the Library in a Week :
- j) Working hours of the Library in a Day :
- k) Whether there is Lending Facility in the Library or Not :
- l) Whether the Library completed Audit for the last three years or not :
- m) Whether there is Annual Report of the Library for the last three years or not :
- n) Whether the Library received this type of Grant from this Directorate earlier or Not :  
If Yes, the copy of Utilisation Certificate for the previous grant to be enclosed along with the application form.
- o) Whether the Library has been certified local MP / MLA/G.P.Pradhan / Chairman of the Municipality / Mayor-in-Councillor of the Corporation about the functional status of the Library or not :
- p) If selected, the Bank draft will be in favour of (Name of Bank, Branch, Bank Account No. in English & Bold letter):

**Declaration :**

I / We hereby declare that (a) the statements made in this application are true, complete and correct to the best of my / our knowledge and belief and in the event of any information found false my / our application is liable to be cancelled; (b) Original documents/certificates will be produced on demand. I / We also declare that in the event of any statement found incomplete in the format, my / our application shall be liable to be rejected.

\_\_\_\_\_  
(Full signature with Seal of the President)

\_\_\_\_\_  
(Full signature with Seal of the Secretary)

Place :

Date :