

**GOVERNMENT OF N.C.T. OF DELHI**

**ART, CULTURE & LANGUAGE DEPARTMENT**

**THE PATTERN OF ASSISTANCE OF GRANT-IN-AID TO NGOs FOR  
OPENING OF LIBRARY IN ALL ASSEMBLY CONSTITUENCIES UNDER  
PLAN HEAD.**

**Preamble**

With a view to inculcate the reading habits amongst the public in general and younger population in particular amongst the weaker section of the society. The Govt. of NCT of Delhi decided to provide library facilities in all Assembly Constituencies. Under this scheme, minimum 1 library and maximum 2 libraries are required to be provided in each of 70 constituencies of Delhi Legislative Assembly under the Bhagidari Scheme. The NGOs who are associated with the Scheme are required to provide sufficient accommodation for 30 readers at a time and also for display of Newspapers, Magazines, Periodicals etc. The NGOs are also required to provide furniture and fixture according to the need of the readers. It is also ensured that there are healthy and hygienic conditions for the readers in the library.

**1. Terms & Conditions of Opening of Libraries:**

- (a) These Rules will govern the grant-in-aid to NGOs registered under Societies Registration Act, 1860.
- (b) Each application for opening of Library shall be submitted by the NGO along with letter of recommendation of the concerned MLA of the area in which the library is proposed to be opened.
- (c) Time limit for receiving applications for opening new libraries and release of GIA will be 30<sup>th</sup> September, 2013 in prescribed Performa.

**2. The society will provide accommodation for opening a library where;**

- a) One room of adequate size to accommodate minimum 30 readers at a time is made available.
- b) Sufficient space for display of newspapers, journals, magazines etc. is also available.
- c) Cross-ventilation with proper healthy and hygienic condition is available
- d) Proper arrangements of electricity should be there, so that it could be used in all seasons and weathers.

### 3. Quantum of Grant:

The Grant-in-aid to the NGOs shall be as under in any financial year subject to availability of funds -

- a) In the first year, each NGO will be sanctioned grant-in-aid @ Rs.1.03 lakh in two equal instalments. 40% of the grant is to be spent on furniture and fixture and 40% to be spent on reading material, newspapers, magazines and remaining 20% will be spent for honorarium to staff. In the subsequent years, each NGO will be sanctioned grant-in-aid upto Rs.40,000/- per year in two equal installments out of which 70% will be spent for purchase of magazines and New papers and the remaining 30% will be spent for honorarium of staff. The above mentioned funds will be sanctioned subject to availability of funds.
- b) In any year, the level of grant will not exceed the budget allotment for NGOs as sanctioned by the Govt. of N.C.T. of Delhi including the revised budget allocation if any and will be utilised against items/schemes that already stand approved by the Govt. of N.C.T. of Delhi.
- c) For expenciture on new items/schemes/any unforeseen items prior approval of Govt. of N.C.T. of Delhi will be necessary.

- d) The books and furniture for the libraries may also be supplied by the Govt. of NCT of Delhi under the centrally sponsored scheme of "Raja Ram Mohan Rai Library Foundation" for setting up libraries.

**4. Applications for Grants:**

Application for grant in prescribed Proforma shall be submitted to the Language Department with the following documents: -

- i) A utilization certificate in respect of grants received during the previous year.
- ii) An audited statement of accounts for previous financial year giving full details of itemwise expenditure.
- iii) A brief note on the programmes of activities for the current year as well as previous year's activities.
- iv) Similarly, applications for grants for the purchase of equipment/furniture should contain complete details of the equipment/furniture desired to be purchased together with full justification, estimates of cost and the existing stock position.
- v) Any proposed new items of expenditure should be specifically brought to notice so that necessary approval of the Govt. of N.C.T. of Delhi may be obtained.
- vi) Any suppression of facts, mis-statement, false and misleading information furnished to the Language Department will, besides such other action as may be deemed appropriate, render the NGO's ineligible for further grant and liable to refund the grant secured on such basis earlier.

**5. General Conditions for sanction of Grants:**

All grants sanctioned under these rules shall be subject to the following terms and conditions:-

- i) Before a grant is sanctioned, NGOs shall satisfy the Government, about its aims and objects, financial conditions and satisfactory performance during the preceding year. Its accounts will be open for inspection by any officer as may be authorised in this behalf by Govt. of N.C.T. of Delhi.
- ii) Govt. of NCT of Delhi will not bear any responsibility/liability in respect of staff employed by NGOs.
- iii) The NGO shall refund the grant to the Government in case of Government of NCT of Delhi is satisfied that the NGO is not maintaining efficiently or the grant is not utilized for the purpose for which it was sanctioned.
- iv) The NGO if closed or becomes defunct within one year of the receipt of the grant, shall refund the whole or such part of the grant, as may be determined by the Govt. of N.C.T. of Delhi.
- v) The grant, if not actually released, may be reduced, withheld or withdrawn in case the Govt. of N.C.T. of Delhi is satisfied that there has been breach or non-fulfillment of any of the conditions laid down in these rules.
- vi) The assets created by the NGO out of the amounts received as grant-in-aid from the Govt. of India or Govt. of N.C.T. of Delhi shall not be transferred, sold, mortgaged or otherwise disposed off without the prior approval of the granting authority.
- vii) Grants for subsequent years will not ordinarily be sanctioned unless the utilisation certificates of previous grants had/have been duly submitted by the institution and they have been duly accepted by the Language Department after verification.

- viii) Any dues from the grantee under these rules shall be recoverable as arrears of land revenue.
- ix) The NGO shall exercise all possible economy in the working especially in respect of expenditure out of the grants received from Govt. of N.C.T. of Delhi / Govt. of India.

**6. Audit:**

All grants shall be subject to the General Financial Rules, 1963 as amended from time to time and they shall be subject to audit by the Examiner, Local Fund Accounts, Govt. of N.C.T. of Delhi. The cost of such audit shall be borne by the concerned NGO.

**7. Execution of Bond:**

Before a grant is released, each NGO shall be required to execute a bond to the President of India so say that, it will abide by the conditions of the grant and in the event of its failing to comply with these conditions or committing a breach of the bond, the grantee will be liable to refund to the President of India, the entire amount of the grant with interest thereon the sum specified under the bond.

**PROFORMA FOR SUBMISSION OF PROPOSALS FOR RELEASE OF GRANT-IN-AID FOR EXISTING PUBLIC LIBRARIES BEING RUN BY NGOs**

1	Name of the NGO	:	
(i)	Address of the NGO	:	
(ii)	Telephone No.	:	
(iii)	Whether Registered under Societies Act, 1860, if yes, Registration No.		
(iv)	Registration No.	:	
2	Particulars of the installment 1 <sup>st</sup> or 2 <sup>nd</sup>	:	
3	Quantum of Grant-in-Aid applied for (break up will strictly follow the instructions given in the Pattern of assistance approved by the finance department)	:	
(i)	Honorarium to the staff	:	
(ii)	Furniture/Fixture	:	
(iii)	Newspaper & Magazine	:	
(iv)	Other expenditure	:	
(v)	No. of Books already available	:	
(vi)	List of Newspapers and Magazines already subscribed	:	
(vii)	Detail of Staff	:	
(viii)	Details of the Furniture available with the NGO	:	
4	Documents/Certificate required as per Pattern of assistance.	:	
(i)	Progress Report	:	
(ii)	No. of Visitors/Readers(Monthly)	:	

(iii)	Utilization Certificate for the previous year in GFR 19A	:	
(iv)	Expenditure incurred on libraries in previous financial years  (a) Total  (b) (b) NGOs own contribution  (c) GIA contribution	:	
(v)	Audited statements of accounts for releases upto previous year	:	
(vi)	Unspent balances upto last year's releases	:	
(vii)	Whether unspent balance has already been adjusted/credit yet to be adjusted		
(viii)	Observation of audit upto the last year	:	
(ix)	Comments of Grantee-institution on audit observations	:	
5.	Up-to-date expenditure incurred during this year, with details.	:	
6.	Remarks	:	

Note: The Financial breakup will follow the guide linens prescribed in the Pattern of Assistance approved by the Finance Department.

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Signat ure and Stamp of the Head of the Institution

Name.....  
Tel. No.....  
Address.....  
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**PROFORMA FOR SUBMISSION OF PROPOSALS FOR RELEASE OF GRANT-IN-AID FOR NEWLY OPENED PUBLIC LIBRARIES BY NGOs**

1	Name of the NGO	:	
(i)	Address of the NGO	:	
(ii)	Telephone No.	:	
(iii)	Whether Registered under Societies Act, 1860, if yes, Registration No.		
(iv)	Registration No.	:	
2	Particulars of the installment 1 <sup>st</sup> or 2 <sup>nd</sup>	:	
3	Quantum of Grant-in-Aid applied for (break up will strictly follow the instructions given in the Pattern of assistance approved by the finance department)	:	
(i)	Honorarium to the staff	:	
(ii)	Furniture/Fixture	:	
(iii)	Newspaper & Magazine	:	
(iv)	Other expenditure	:	
(v)	No. of Books already available	:	
(vi)	List of Newspapers and Magazines already subscribed	:	
(vii)	Detail of Staff	:	
(viii)	Details of the Furniture available with the NGO	:	
4	Documents/Certificate required as per Pattern of assistance.	:	
(i)	Progress Report	:	
(ii)	No. of Visitors/Readers(Monthly)	:	
(iii)	Utilization Certificate for the previous year in GFR 19A	:	

(iv)	Expenditure incurred on libraries in previous financial years  (a) Total  (b) (b) NGOs own contribution  (c) GIA contribution	:	
(v)	Audited statements of accounts for releases upto previous year	:	
(vi)	Unspent balances upto last year's releases	:	
(vii)	Whether unspent balance has already been adjusted/credit yet to be adjusted		
(viii)	Observation of audit upto the last year	:	
(ix)	Comments of Grantee-institution on audit observations	:	
5.	Up-to-date expenditure incurred during this year, with details.	:	
6.	Remarks	:	

Note: The Financial breakup will follow the guide linens prescribed in the Pattern of Assistance approved by the Finance Department.

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Signature and Stamp of the Head of the Institution

Name.....  
Tel. No.....  
Address.....  
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