

Government of West Bengal
Directorate of Library Services,
Bikash Bhavan, 9th Floor, North Block, Salt Lake City,
Kolkata- 700 091

NOTICE

Director of Library Services, West Bengal, invites applications in the prescribed proforma from **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 in the financial year **2022-2023** for extending better public library services to the people.

(A) Extent of Assistance: One time Ad-hoc grant of Rs 25,000/-

(B) Essential Pre-requisites for selection:

- (1) 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.
- (2) Such libraries should be established prior to 1st January, 2020 and have been rendering continuous service since then.
- (3) Libraries should remain open for at least 5(Five) days a week and at least 3 (Three) hours a day.
- (4) Libraries should be registered under the Societies Registration Act, 1961 with up to date renewal of registration.
- (5) This grant should be utilized for purchase of Books, Periodicals and/or purchase of Almirah/Racks (for shelving of Books) only.
- (6) Selected libraries should submit a declaration in prescribed format which will be available at the Directorate of Library Services, Office of the concerned District Library Officer and also in the Departmental website in 'Non Judicial Stamp Paper' amounting to Rs. 10/-, signed by the members of the Managing Committee for using this grant only for the said purpose.
- (7) Such selected libraries should submit Utilization Certificate of the grant in the office of the concerned District Library Officer within six months from date of receipt of grant.
- (8) Libraries must have a separate room for the purpose of library.
- (9) Libraries must introduce "Read Your Own Book" section.
- (10) Library should have 200 number of its own books.
- (11) Library should have at least 100 members.

(C) How to apply: Application in plain paper or in the letter head of the Library in prescribed proforma, along with all requisite documents should be submitted to the District Library Officer of the district concerned in duplicate during office hours on all working days within the stipulated period.

(D) Each application should be accompanied by the following documents:

- i) Self attested photocopy of certificate of registration under Societies Registration Act, 1961 and up to date renewal.
- ii) Last three years' Audit Report and Annual Report.
- iii) Photocopy of Utilization Certificate, if the library received the grant earlier. If not received earlier, a declaration to that effect should be submitted.
- iv) Copy of Record of Rights (Parcha)/Deed of land

(E) Last date of receiving application: 03.02.2023.

Application received after due date and time will not be entertained.

(F) Incomplete applications will summarily be rejected.