

Prescribed proforma of application

To
The District Library Officer,

Sir,

In accordance with the advertisement, published in
dated, I/We beg to apply for Ad-hoc Grant for our Library in the Financial Year 2022-2023.

Necessary particulars of my /our Library are given below:-

1	Name & Address of the Library (in Bold Letter) along with contact number	:	
2	Date of Establishment of the Library	:	
3	If it is a Club-cum-Library / a Library under a Non-Govt. and Non-Sponsored Educational Institution run by different Minority Communities, mention date of establishment of the same.	:	
4	Whether the Library is registered under Societies Registration Act, 1961? If yes, please mention the Registration No. with Date.	:	
5	Whether the Library has its own building/reading room facility or not?	:	
6	Whether the library has its own land or not? If yes, please submit RoR/Deed of the same	:	
7	Whether the Library is open to all or not?	:	
8	Total No. of Books in the Library (as on 31.12.2022 as per Accession Register):	:	
9	Total No. of Members of the Library (as on 31.12.2022 as per Membership Register):	:	
10	Average number of readers who visit the Library daily	:	
11	Working days of the Library in a Week	:	
12	Working hours of the Library in a day	:	

13	Whether there is lending facility in the Library or not?	:	
14	Whether the Library completed Audit for the last three years or not?	:	
15	Whether there is Annual Report of the Library for the last three years or not?	:	
16	Whether the Library received this type of Grant from this Directorate earlier or not ? If Yes, the copy of Utilization Certificate for the previous grant to be enclosed along with the application	:	
17	Name of Branch, Account Number and IFS Code of the Bank in which the library has account	:	

Declaration:

I / We hereby declare that:

(a) all information furnished in this application are true, complete and correct to the best of my / our knowledge and belief. 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.

(c) in the event of any information found incomplete in the format, my / our application shall be liable to be rejected.

(d) no case is pending in any court of law anywhere in the country against functioning of my/our Non-Govt. and Non-Sponsored library/ Club-cum-Library/ Non-Govt. and Non-Sponsored Educational Institution.

Yours faithfully,

Place :

Date:

Full signature with seal of
the President

Full signature with seal of
the Secretary