

The Scheme was in operation till the Financial Year
2010-11

NATIONAL ARCHIVES OF INDIA

SCHEME OF FINANCIAL ASSISTANCE TO STATE/UNION TERRITORIES ARCHIVAL REPOSITORIES, GOVERNMENT LIBRARIES AND MUSEUMS

1. TITLE

The Scheme will be known as the Scheme of Financial Assistance to Government Organisations under the State /Union Territories Administration for developmental activities and for preservation of public records/manuscripts, rare books, etc available in their custody.

2. SCOPE

The objective of the scheme is to support Archival Repositories, Government Libraries/Museums of State/Union Territory Administrations for their developmental activities and preservation of records, books and manuscripts.

The financial assistance will be given for:-

- a) Preservation/conservation/repair of public records/manuscripts/rare books i.e. printed publications only
- b) Publication, listing, cataloguing and compilation of Guide to the records and manuscripts.
- c) Microfilming of historical records/manuscripts/rare books.
- d) Air-conditioning of the room where records/manuscripts/rare books are kept.
- e) Purchase of preservative and reprographic material/equipment. Equipment will include cardex, catalogue, card cabinet, plain paper copier, microfilm/microfiche cameras/readers, microfilm processor, lamination machine, computer, fumigation chamber, etc.
- f) Construction including additions/alterations, renovation of building to agencies having collection of more than 5000 rare books/manuscripts/historical records.

3. TYPE OF GOVERNMENT INSTITUTIONS ELIGIBLE FOR ASSISTANCE.

- i) Archival Repositories of State Government/Union Territory Administrations.
- ii) Manuscripts/rare books libraries and Museums run by State Governments, Union Territory Administrations and other Government institutions.

4. EXTENT OF FINANCIAL ASSISTANCE.

- a) Grants under this Scheme would be provided for projects which are sponsored by the State Government/Union Territory Administrations with the concurrence of the duly constituted Grants Committee for the purpose.
- b) The maximum limit of financial assistance under this Scheme will be Rs.10.00 lakhs for State Archives, Museums & Libraries, Rs.5.00 lakhs for Archives/Libraries/Museums containing more than 5000 manuscripts/records. Rs.2.50 lakhs for Archives/Museums/Libraries having manuscripts/records between 2000-5000, Rs.1.00 lakh for Archives/Museums/Libraries having manuscripts/records between 500-2000. The grant will be provided in the ratio of 75:25 i.e. the central share being 75% and that of State Government/U.T. Administrations will be 25% of the total grant for each project/proposal in a given financial year.

- c) Every such project for which central assistance is released shall be completed within a span of eighteen months from the date from which the grant is received by the State Government/Union Territory Administrations.
- d) Normally no Archives/Library/Museum shall be considered for financial assistance under this Scheme for more than three consecutive years.

5. PROCEDURE FOR SUBMISSION OF SCHEME/PROJECT

- i) The Archival Repositories, Libraries and Museums of State/U.T. Administrations should submit their application/proposal recommended/approved by the State Archives to the Joint Secretary, Department of Culture, Government of India, Shastri Bhawan, New Delhi-110001.
- ii) The application should contain detailed description of each project for which the assistance is required, giving item-wise details of expenditure.
- iii) An application for building grant should have the following documents:
 - a) Plan approved by the local body viz Corporation/Municipality/Notified Area Authority if the proposed construction is a part of a bigger plan of construction, the portion to be constructed with the fund under the scheme should be marked with 'RED INK' in the Plan.
 - b) Detailed estimates of cost of construction/extension/repair of building should be based on PWD/CPWD prevailing rates or cost index duly authenticated by a registered firm of Architects/building/Engineers/CPWD/PWD be attached. While submitting the estimates for a new building or extension/repair of the existing building, the cost may be given phase-wise in the manner indicated as under:
 - I) In case on construction of the Ground floor:
 - i) Total cost of construction upto plinth level
 - ii) Total cost of construction upto roof level
 - iii) Total cost of remaining work.
 - II) In case of construction work other than the Ground floor:
 - i) The cost of construction upto lintel level.
 - ii) The cost of construction when the roof has been laid
 - iii) The cost of construction of the remaining work

The plans and estimates should be prepared taking into consideration the effect of possible escalation. Once the plans and estimates have been approved as reasonable, the grant will be assessed on the basis of these estimates, and they shall not be modified by the concerned organization without the prior approval of the Department of Culture, Government of India.

- iv) All project may be submitted before the end of each financial year so as to process the case well in time and action for release of funds will be taken accordingly.

PROCEDURE FOR APROVING GRANTS:

All the proposals/applications received under the Scheme will be placed before the Grants Committee for consideration, which will consist of the following members:

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| i) | Joint Secretary, Incharge of Archival Libraries | Chairman |
| ii) | Director General, National Archives of India | Member |
| iii) | Director (Libraries/Archives) | Member |
| iv) | Four non-official members i.e. an eminent historian, an Archivist, a Librarian and a Museologist | Members |
| v) | Representative of five largest State Archives | Members |
| vi) | Deputy Director of Archives | Member Secretary |

CONDITIONS FOR GRANTS:

- a) Since the grant provided under the Scheme will be non-recurring nature, it will be made available on a year to year basis on merits of the proposal.
- b) The Joint Secretary, Department of Culture, Government of India will monitor the progress of each scheme/project for which financial assistance is provided under the Scheme.
- c) The Head of State/Union Territory Administrations Archives, Libraries and Museums will submit the progress reports of each project/scheme every quarter to the Joint Secretary, Department of Culture, Government of India. Such reports should continue to be furnished until the project is completed to the satisfaction of Joint Secretary, Department of Culture, Government of India. In case the Joint Secretary, Department of Culture, Government of India finds that progress is not satisfactory the release of further installments, if any, of the grant for the project is liable to be withheld.
- d) The Joint Secretary, Department of Culture or an officer authorised by him may visit and inspect the Archival Repositories, libraries and museums of State/Union Territory and collect on the spot information on the progress of the Scheme/project financed under the scheme.
- e) The accounts for each project shall be maintained separately and shall be submitted as and when required for official purposes. They should be made available for inspection of the officers of the Government of India to test check the accounts of expenditure incurred on the projects financed under the Scheme.
- f) The amount granted under the approved scheme/project should not be diverted to any other project/scheme of the State Government/Union Territory Administrations without prior permission of the Department of Culture, Government of India.
- g) The State Government/Union Territory Administrations shall exercise reasonable economy in the actual working of approved project.
- h) The State Government/Union Territory Administrations should ensure the completion of their project(s) within stipulated period of 12 months of the closure of the current financial year and submit duly audited utilisation certificate from the Government auditors authorised by the State Government/Union Territory Administrations.

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i) For constructions work, the sanctioned grant will be released in three instalments, 50% as first instalment, 40% as second instalment and 10% as third and final instalment.

ii) The construction work is to be executed by the PWD or any Government agency

Of the respective State Government/U.T. Administrations. The first instalment will be released after sanction of the grant and the second instalment will be released on receipt of utilisation certificate by Government Auditor counter signed by the Head of the Institution accompanied by progress report of the work.

The third and final instalment would be released and reimbursed on receipt of utilisation certificate for entire expenditure and statement of account duly audited by Government auditor. Completion Certificate of the State/PWD/CPWD Engineer duly counter signed by the Head of the Organisation together with the brief report on completion of work at least one copy of photograph of the building duly authenticated.

iii) In case of grant for construction, an organisation must complete the work within a period of two years from the date of receipt of first instalment unless permission of extension granted by Department of Culture, Government of India. After the completion of work, the grantee archives, library, museum is required to fix a tablet in a prominent place of the building displaying "Constructed with the assistance of Department of Culture, Government of India"

i) When Government of India/State/Union Territory Administration have reasons to believe that the sanctioned money is not being utilised for the approved purpose, the payment of grant may be stopped and the earlier grants be recovered with 6% penal interest per annum.

j) After utilising the grant including matching share, the following documents are required to be submitted.

a) Utilisation Certificate for entire expenditure and statement of accounts duly audited by Government auditor.

b) GFR 19 form duly filled in for assets acquired out of the grant.

c) List of items purchased/expenditure incurred.

k) The Scheme will be monitored by a three member Sub-Committee and 30% of the grants sanctioned will be reviewed by the Central Government.

PART-I**DEPARTMENT OF CULTURE, GOVERNMENT OF INDIA****APPLICATION FORM FOR FINANCIAL ASSISTANCE TO STATE/UNION
TERRITORIES ARCHIVAL REPOSITORIES, GOVERNMENT LIBRARIES
AND MUSEUMS FOR PRESERVATION OF PUBLIC
RECORDS/MANUSCRIPTS/RARE BOOKS, ETC.**

1. Name and complete postal address of the Archives/Library/Museum
2. Date of establishment of the institution
3. Nature and number of public records/
Manuscripts/rare books held
4. A statement giving details of financial Assistance received during the last Five years from the Central/State Governments and any other source.
5. Details of the project for which Assistance is sought.
6. Estimated cost of the project with item wise details of financial assistance sought.
7. Source from where 25% cost of the Project would be met.
8. Financial assistance expected from the other source for the project.

Place:

Date

Signature

Name:

Designation

Office Stamp

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PART-II

**APPLICATION FORM FOR FINANCIAL ASSISTANCE FOR
CONSTRUCTION/ EXTENSION/ RENOVATION OF
ARCHIVES/LIBRARY/MUSEUM BUILDING.**

1. Name & Address of Archives/Library/Museum
2. Date of Establishment of the institution
3. Nature and number of Public records/manuscripts/
Rare books held (category wise)
4. Is the institution located in own or rented building
5. Details of land owned for construction/extension
(with a copy of land record)
6. Total estimated expenditure
(enclosed Architect's certificate)
7. Amount of financial assistance required
For completion of construction/extension/
Renovation work.
8. Target date for completion of work
(it should not exceed 2 years from the date of grant)
9. Is the plan for the construction approved by
the local body/PWD /corporation/Municipality/
Panchayat & notified area authority(Demarcate
The portion as to be constructed with assistance
in Red Ink on the plan)
10.
 - i) Is the total estimated cost of construction
based on State PWD/CPWD prevailing
rates and duly authenticated by a registered
Building Engineer/PWD/CPWD
(detailed estimates to be attached)
 - ii) In case of proposed constructions of the
Ground floor:
 - a) The cost of construction upto plinth level
 - b) The cost of construction upto roof level.
 - c) Total cost of remaining work.
 - iii) In case of construction for works of other than
Ground floor:-
 - a) The cost of construction upto lintel level
 - b) The cost of construction when the roof has been laid

c) The cost of construction of the remaining work

11 Budget provision/allocation for 25% contribution
From the State Government

Place:

Signature

Date

Name:

Designation

Office Stamp

PART-III

RECOMMENDATION OF THE HEAD OF THE STATE ARCHIVES

The application of _____ has been examined and found to be covered under the Scheme. The application is forwarded for consideration.

Place:

Date

Signature

Name:

Designation

Office Stamp