

16 JAN 2018

भारत सरकार
संस्कृति मंत्रालय
राष्ट्रीय अभिलेखागार

राज्य/संघ शासित क्षेत्र के अभिलेखागारों, सरकारी पुस्तकालयों तथा संग्रहालयों के लिये वित्तीय सहायता योजना।
वर्ष 2017-2018

उपर्युक्त योजना के अंतर्गत अभिलेखों/पाण्डुलिपियों/दुर्लभ पुस्तकों, अभिलेखीय छाया चित्रों, प्रिंटस, (ओलियोग्राफ एवं लिथोग्राफ) एवं इलेक्ट्रॉनिक अभिलेखों की मार्ग-दर्शिका के संकलन, प्रकाशन, सूचीकरण, सूची पत्रीकरण, मरम्मत, परिरक्षण, संरक्षण, माइक्रोफिल्मिंग, डिजिटाइजेशन, दस्तावेज कक्षों की एअर-कंडीशनिंग, रेप्रोग्राफी, तथा संरक्षण सामग्रियों तथा कम्प्यूटर की खरीद, तथा भवन निर्माण/परिवर्धन/परिवर्तन/नवीकरण के लिए राज्य/संघ शासित क्षेत्र के अभिलेखागारों, पुस्तकालयों और संग्रहालयों से वित्तीय सहायता हेतु आवेदन पत्र आमंत्रित है।

इस योजना के अंतर्गत वित्तीय सहायता की अधिकतम सीमा रुपए 50 लाख (पचास लाख) है, जो कि 75: 25 के अनुपात में दी जाती है, जिसमें परियोजना की पूरी लागत में केन्द्रीय सरकार का अंशदान 75% तथा राज्य सरकार का अंशदान 25% होता है।

वे अभिलेख जिनकी अनुदान समिति द्वारा गठित विशेषज्ञ समिति द्वारा राष्ट्रीय महत्व के लिए सिफारिश की गई, उन्हें एकमुश्त 50 लाख रुपए तक की वित्तीय सहायता दी जाएगी।

राज्य स्तरीय स्क्रीनिंग समिति जहाँ पहले से गठित है/राज्य सरकार द्वारा निर्धारित प्रपत्र में संस्तुति के साथ आवेदन अध्यक्ष, अनुदान समिति एवं अभिलेख महानिदेशक, राष्ट्रीय अभिलेखागार, जनपथ, नई दिल्ली-110 001 को 6 फरवरी 2018 तक या उस से पहले भिजवाए।

अधिक जानकारी के लिए कृपया राष्ट्रीय अभिलेखागार की वेबसाइट www.nationalarchives.nic.in पर Grants-in-aid Section home page पर देखें।

16 JAN 2018

GOVERNMENT OF INDIA
MINISTRY OF CULTURE
NATIONAL ARCHIVES OF INDIA

**FINANCIAL ASSISTANCE TO STATE/UNION TERRITORY
ARCHIVAL REPOSITORIES, GOVERNMENT LIBRARIES
AND MUSEUMS.**

2017-2018

Applications are invited from State Government/Union Territory Administrations Archival Repositories, Government Libraries and Museums for Financial Assistance under the above Scheme for preservation/ conservation/ repair, publication, listing, cataloguing, compilation of guide, microfilming and digitization of records/manuscripts/rare books, archival photographs, prints (including oleographs and lithographs) and electronic records, air-conditioning of muniment rooms, purchase of computer, materials/equipments for reprography/conservation and for construction/addition/alteration/renovation of the building.

The maximum limit of financial assistance extended under the Scheme is up to Rs.50.00 lakhs (Rupees Fifty lakhs only) in the ratio of 75:25 (i.e. Central Government's Share 75% and that of State Government's share 25%) of the total cost of the project.

A one time financial assistance upto Rs.50.00 lakhs may be provided in respect of the archival records which are recommended as records of National Importance by an Expert Committee to be constituted by the Grants Committee.

Application duly recommended by the State Level Screening Committee where already existing/State Government in the prescribed proforma may be forwarded to the Chairman, Grants Committee & Director General, National Archives of India, Janpath, New Delhi-110 001 on or before 6 February 2018.

For details, please visit National Archives of India website [www.nationalarchives.nic.in/Section Grants-in-aid](http://www.nationalarchives.nic.in/Section%20Grants-in-aid) on home page.

GOVERNMENT OF INDIA
NATIONAL ARCHIVES OF INDIA

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

1. TITLE:

The Scheme will be known as the Scheme of Financial Assistance to State/Union Territory Archival Repositories, Government Libraries and Museums.

2. SCOPE:

The objective of the Scheme is to support Archival Repositories, Government Libraries/Museums of State/ Union Territory Administrations for their developmental activities as well as preservation and conservation of records, rare books, manuscripts, documents, record of history.

The financial assistance will be given for:-

- a. Preservation/conservation/repair of public records/manuscript/rare books, documents, record of history, archival photographs and prints (including oleographs and lithographs) and electronic records.
- b. Publication, listing, cataloguing and compilation of Guide to the records, documents, and manuscripts. In case any such record of history, manuscripts, documents guide etc. is published, it would be suitably mentioned therein that the said publication has been brought out with the financial assistance of the National Archives of India, Ministry of Culture, Government of India.
- c. Microfilming and Digitization of historical records, manuscripts, documents, rare books, archival photographs and prints (including support for digitization job work as well as purchase of equipments, viz., camera, scanner, computer, printer, copier etc.)
- d. Air- conditioning of the rooms where records/ manuscript/ rare books are kept.
- e. Purchase of preservative and reprographic material/ equipments. Equipments will include cardex, catalogue, card cabinets, plain paper copiers, microfilm/ microfiche cameras/readers, microfilm processors, lamination machines, computers, fumigation chambers etc.
- f. Construction including additions/ alterations, renovation of buildings of the organizations having collection of more than 5000 rare books/ manuscripts/ historical records, documents.

3. TYPE OF GOVERNMENT INSTITUTIONS ELIGIBLE FOR ASSISTANCE:

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

4. EXTENT OF FINANCIAL ASSISTANCE:

Grants under this Scheme would be provided for projects which are sponsored by the State Governments/ Union Territory Administrations with the concurrence of the duly constituted Grants Committee for the purpose.

Maximum Ceiling

(a) The maximum limit of financial assistance under the Scheme will be ₹50.00 lakhs for State Archives/ Libraries/ Museums holding more than 5000 manuscript/ records, ₹12.50 lakhs for Archives/ Museums/ Libraries holding manuscripts/ records between 2000-5000 and ₹5.00 lakhs for Archives/ Museums/ Libraries holding manuscript/ records between 500-2000.

(b) For all States/ Union Territory Administrations Archives/ Libraries/ Museums the grant will be provided in the ratio of 75:25 (i.e. 75% Central Share and 25% State Government/ Union Territory Administration share) for each project/ proposal in a given financial year.

(c) Archival collection of National Importance:

A one time financial assistance upto ₹50.00lakhs meeting upto 100% cost of preservation, conservation, repair, publication, listing, cataloguing, microfilming, digitization of records as well as air-conditioning of repositories, purchase of preservative and reprographic material/ equipment, and construction including addition/alteration, renovation etc of buildings of the organizations as provided under the scope of the scheme, may be provided in respect of the archival records which are recommended as records of National Importance by an Expert Committee.

The records of national importance would include those archival collections that are in the custody of eligible State Government/U.T. Administration organizations and adjudged as of national/ unique character by the Expert Committee constituted for the purpose by the Grants Committee.

“Provided that even in the absence of an application for financial assistance under the ‘National Importance Category’, if the Grants Committee have reasons to believe that particular records lying in the custody of the organizations mentioned hereinabove, are of national importance, the Grants Committee may refer the matter to the Expert Committee for examination.”

The composition of the Expert Committee would be as under:-

1. Two Nominees of the Grants Committee from amongst eminent Historians, Librarians, Archivists, Museologists, Technical Experts etc.- as Head and non-official members of the Expert Committee, respectively.
 2. Member-Secretary of the Grants Committee—as Member-Secretary of the Expert Committee.
 3. Representative of Ministry of Culture, Government of India, of the level not less than that of a Director – Member.
 4. Head of the respective State Archives/U.T. Administrations under whose jurisdiction the applicant organization is located– Member.
- (d). Every such project for which central assistance is released shall be completed within a span of twelve months from the date from which the grant is released to the State Government/ Union Territory Administrations.
- (e). Normally no Archives/ Library/ Museum shall be considered for financial assistance under this Scheme of 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 Level Screening Committee (SLSC) to the Chairperson, Grants Committee, National Archives of India, Janpath, New Delhi-110 001. Where there is no SLSC, the applications should be recommended/ approved by the Secretary of the Controlling/Administrative department of the respective State Government /U.T. Administration.

However, assurance of matching share could be either by applicant organization itself or by its controlling/ Administrative department of the respective state.

Incomplete application or application received after the prescribed date will not be considered.

- ii. The application should contain detailed description of each project for which the assistance is required, giving item-wise details of expenditure.
- iii. (a) An application for building grant should have the following documents:-
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 CPWD/PWD 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:-
1. In case of construction of the Ground Floor:-
 - a. Total cost of construction up to plinth level.
 - b. Total cost of construction up to roof level.
 - c. Total cost of remaining work.
 2. In case of construction work other than the Ground Floor:-
 - a. The cost of construction up to lintel level.
 - b. The cost of construction when the roof has been laid.
 - c. 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 Grants Committee.
 - d. All projects may be submitted before the end of financial year so as to process the case well in time and action for release of funds will be taken accordingly.

6. PROCEDURE FOR APPROVING 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. Director General of Archives,
National Archives of India | - | Chairperson |
| ii. Director (Libraries/ Archives) | - | Member |
| iii. Six non-official members i.e.
an eminent Historian, an Archivist,
a Librarian, a Museologist, a
Conservationist and an Information
Technology expert | - | Members |
| iv. Representatives of five State/
U.T. Archives | - | Members |
| v. Deputy Director of Archives | - | Member Secretary. |

- vi. **Special Invitees:-** In addition to the stipulated members of the Grants Committee, the Chairperson, Grants Committee, may invite any expert(s)/ professional(s) to attend the meeting (s) of the Grants Committee, and/or to tender advice to the Grants Committee. All the special invitees will be entitled to honorarium, TA/DA etc. at par with the members of the Grants Committee.

Note:-

In case of unavoidable/ unforeseen circumstances, an official member may depute his representative of sufficient status and experience to attend meeting of the Grants Committee under prior intimation to the Member-Secretary of the Grants Committee.

The Grants Committee would be constituted for two financial years. The members would also be eligible for reappointment.

7. **CONDITIONS FOR GRANTS .**

- a. Since the grant provided under the scheme will be of non-recurring nature, it will be made available on a year to year basis on the merits of the proposal.
- b. The Chairperson, Grants Committee, will monitor the progress of each scheme/ project for which financial assistance is provided under the Scheme. He shall also have powers to effect changes in the operational part of the Scheme in order to meet any exigency.
The operational part of the scheme may include:-
 1. Revision of various forms/ proforma of the scheme to elicit additional/ requisite information from an applicant.
 2. Measures to be adopted to implement recommendations of the Grants Committee; orders/ directives/ enactments etc. of the Government of India issued from time to time pertaining to release of grant, monitoring of progress, settlement of cases etc.
 3. Changes to be adopted in the mode of submission of applications, release of grant, monitoring of progress, settlement of cases etc. to keep pace with technological advancements in order to facilitate efficient implementation of the scheme.
- c. The Heads of State/ Union Territory Administrations Archives, Libraries and Museums will submit the progress reports of each project/ scheme every quarter to the Chairperson, Grants Committee. Such reports should continue to be furnished until the project is completed to the satisfaction of the Chairperson, Grants Committee. In case the Chairperson, Grants Committee finds that progress is not satisfactory, the release of further instalments, if any, of the grant for the projects is liable to be withheld.
- d. The Chairperson, Grants Committee, or an officer authorized by him may visit and inspect the Archival Repositories, Libraries and Museums of States/ Union Territories 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 Governments/ Union Territory Administrations.
- 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 from the date of release of grant to State Government/ U.T. Administration and submit duly audited utilization certificate from the Government auditors authorized by the State Government/ Union Territory Administrations within a period of six months from the date of completion of the project.
 - i. For construction work, the sanctioned grant will be released in three installments, 50 % as first instalment, 40% as second installment 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. Administration. The first instalment will be released after sanction of the grant and the second installment will be released on receipt of utilization certificate by Government auditor, counter-signed by the Head of the Institutions accompanied by progress report of the work. The third and final installment would be released and reimbursed on receipt of utilization 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 Organization together with the brief report on completion of work and at least one copy of the photograph of the building duly authenticated.
 - iii. In case of grant for construction, the grantee must complete the work within a period of two years from the date of release of first installment to the State Government/ U.T. Administration unless permission of extension is granted by the Chairperson, Grants Committee. After the completion of work, the grantee Archives, Libraries, Museum is required to fix a tablet in a prominent place of the building displaying "Constructed with the assistance of National Archives of India, Ministry 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 utilized for the approved purpose (s), the further payment of grant may be stopped and the earlier grants be recovered with 10% penal interest per annum.
- j. After utilizing the grant including matching share, the following documents are required to be submitted:-
 - i. Utilization certificate for entire expenditure and statement of accounts duly audited by Government auditor.
 - ii. 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.
- l. The grant provided under the Scheme will be subject to such other conditions as may be imposed by the Government of India from time to time.

6
Part-I

**Application Form for Financial Assistance to State/ Union Territory Archives
Repositories, Government Libraries and Museums for Preservation of Public
Records/Manuscript/ Rare Books, etc.**

1.	Name and complete postal address of the Archives/ Library/ Museum (With Pin code, telephone/ Fax with STD code) email:	
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 project would be met.	
8	Financial Assistance expected from the other source for the project .	
	Place :	Signature:
	Date:	Name:
		Designation:
		Office Stamp

PART-II

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

1	Name and Address of Archives/Library/ Museum (with Pin code, telephone/ Fax with STD code) email:		
2	Date of Establishment of the institution		
3	Nature and number of Public records/ manuscript/ rare books held (category-wise).		
4	Is the institution located in own or rented building.		
5	Details of land owned for construction (with a copy of land records)		
6	Total estimated expenditure (enclose 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 release of grant to State Government/ U.T Administration)		
9	Is the plan for the construction approved by the local body/PWD/Corporation/ Municipality/Panchayat and Notified Area Authority (Demarcate the portion as to be constructed with assistance in Red Ink in the Plan)		
10 (i)	Is the total estimated cost of construction based on CPWD/PWD prevailing rates and duly authenticated by a registered firm of Architects/Building Engineers/CPWD/PWD (detailed estimates to be attached).		
(ii)	In case of proposed construction of the Ground Floor:- a. The cost of construction up to plinth level. b. The cost of construction up to roof level. c. Total cost of remaining work.		
(iii)	In case of construction for works of other than the Ground Floor:- a. The cost of construction up to 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.		
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	Place:	Signature:
	Date	Name:

Designation

Office Stamp

Postal Address

Pin Code

**Telephone/ Fax
(with STD code)**

email:

CERTIFICATE

I certify that(Name of institution) has/ have not obtained/ received or applied for Grant-in-Aid or any financial assistance from Central Government/ State Government for the same purpose or activity, for which the application has been made to the National Archives of India.

I further certify that the above information given by us is factually correct. In case information noted above is found false, the application / proposal is liable to be rejected.

Signature

Designation
(if any, with office
Stamp)

Postal Address of the
Institution

Pin code

Phone/ Fax Number
(with STD Code)

email:

Note:- The Officer Signing this certificate should be the Head of the Institution/
Organization or above the rank of Head of the Institution/ organization.