

1<sup>st</sup> Meeting of the Committee for Scrutinized Requests for Grant-in-Aid held on 25-05-2016 at 11 a.m. under the Chairmanship of Mr. Tariq Mahmood, Vice Chairman BOG, PLF/Convener of the Committee for Scrutinize of Requests for Grant-in-Aid, Punjab Library Foundation, Lahore. The following members have attended the meeting:

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| i.   | Mr. Tariq Mehmood<br>Vice Chairman, BOG, PLF                                 | Convener  |
| ii.  | Mr. Rauf Mughal, MPA<br>Member, BOG, PLF                                     | Member    |
| iii. | Mr. Javed Iqbal, Cartoonist,<br>Member, BOG, PLF                             | Member    |
| iv.  | Mr. Rehman Asif,<br>Deputy Director,<br>Punjab Library Foundation,<br>Lahore | Secretary |

2. The Committee discussed at length the issue of policy and criteria for grant-in-aid to libraries. However the following policy/criteria has been recommended: -

**A) Criteria for tendering request**

- i) Request should be on letterhead of the concern institute through proper channel.
- ii) All type of libraries/institution(s) and association(s) of library profession may be considered for grant-in-aid with PLF.
- iii) The library/institution may provide its previous audit report (the age of unsettled paras should not be acceded more than 4 years) copy of budget / details of expenditures of current and last 2 financial years, detail of grant-in-aid received from PLF or any other organization in past.
- iv) Library under commercial/ profit making institution may not be considered for grant-in-aid;
- v) Library under non-commercial/ non-profit institution may provide Affidavit on Stamp Paper of Rs. 100 as per specimen duly attested by Oath Commissioner. **(Specimen at Annex-A)**
- vi) Libraries falling under private sector may qualify for grant-in-aid only when they provide Tax Exemption Certificate duly issued by Federal Board of Revenue (FBR).

- vii) For the purpose of registration, libraries can be classified into A,B,C,D and E categories on the basis of space (sitting capacity for readers), collection of books, budget, staff, membership of readers, circulation and other facilities. *(Detail of categories of libraries is enclosed)*. The limit of grant-in-aid may be determined by the Board from time to time, however, presently a guideline for limit of grant may be considered as follow: -

Category	Financial Assistance	Condition
A	up to 5.00 Million	(40 %< Books)
B	up to 2.00 Million	(40 %< Books)
C	up to 1.00 Million	(40 %< Books)
D & E	up to 0.5 Million	(40 %< Books)

- viii) No grant shall be extended to any library/institution or association of library profession until and unless it is registered as a member with the Punjab Library Foundation, Lahore. Registration with PLF by filling prescribed Performa (**Performa attached at Annex-B**) is compulsory to avail financial, technical and administrative support. Memorandum of Understanding (MoU) will be signed by the both parties i.e. PLF and grant recipient library. (**MoU at Annex-C**)
- ix) The library may have professional (Master in Library & Inf. Science/ Master in Information Management), Semi-professional (Certificate in Library Science or Graduation in Library Science) and non-professional staff as required by the categories A,B,C,D&E.
- x) The request for grant-in-aid to purchase library equipment, electronic equipment and computers with accessories should be prepared indicating specifications; model, estimated price.
- xi) Incomplete requests/cases inconsistent with aforesaid directions shall not be considered.
- xii) Grant-in-aid may be approved once in a year for a library.
- xiii) Utilization Report of previous grant-in-aid (if any) shall be submitted along with request.
- xiv) All information given in the application form shall be deemed to be final in all aspects. No amendments shall be permissible in the information mentioned in this form.

- xv) PLF reserves the right to initiate legal proceedings against the applicants who have furnished misleading information.
- xvi) PLF reserves the right to accept or reject any or all applications.

The criteria mentioned above is subject to approval by Board of Governors, PLF and may change from time to time.

**B) Procedure for utilization of grant-in-aid**

- i) Library, Institution or Association of library profession will constitute/notify a purchase/expense committee. In case of purchase of books a Book Selection Committee will be constituted. One Officer/ Officials may be opted from PLF
- ii) Library, Institution or Association of library professions should followed Austerity Measures issued by the Finance Department Govt. of the Punjab from time to time.
- iii) Purchase process for furniture, library equipment and branded computers (with licenced windows and software) shall be conducted in line with the prescribed rules and regulations of PLF and Punjab Procurement Regulatory Authority (PPRA), S&GAD, Govt. of the Punjab. However, books shall be purchased at the discounted price/policy as prescribed and notified on quarterly basis by the National Library, Islamabad, Govt. of the Pakistan.
- iv) Library/Institution and Association of library profession after completing all the purchase procedures shall submit bill along with check list (**Annex at-D**) to the office of PLF for payment.
- v) All the libraries/institution(s) or association(s) in receipt of grant-in-aid shall maintain proper record & necessary register(s) /stock register(s) of purchased items and stock register(s) number/accession numbers must be entered on the relevant bills/vouchers before its submission to PLF for payment(s).
- vi) The cheque(s) shall be prepared in the name of concerned Supplier(s), Publisher(s) and Bookseller(s) or Vendor(s) and will be delivered accordingly.
- vii) Grant-in-Aid duly approved by PLF shall be utilized within one year from the date of its intimation to the concerned library/institution(s) or association, otherwise grant-in-aid shall be cancelled.
- viii) All the libraries institution(s) and library professional association in receipts of grant-in-aid shall furnish expense/purchase record (in original) as and when required by Punjab Library Foundation. However, physical verification of the purchased items may be ensured as and when required by PLF (before or

after payment).Information provided through perform by Library will be elevated by PLF Officials/ Executive Committee.

**C) Details of category of libraries A,B,C,D and E to award grant-in-aid.**

**A. Category Library, Division level**

Staff	Collection	Covered Area	Membership (Active/Live)	Facilities
Chief Librarian BPS-19 or 20 Librarians BPS-18 & 17 Semi professional & non professional morning and evening shift (staff as per requirement)	Minimum 100,000	10,000 sq ft	5,000	i) Classified/Electronic Cataloguing, A.V. Section: ii) Ladies and Children section, iii) Text books section, Newspaper/periodicals & Reference service internet photocopier/scanner and circulation service.

- (i) Professional Posts-Having at least Master in Library & Inf. Science degree from a University recognized by the Higher Education Commission of Pakistan. (ii) Non-Professional posts- The posts include administrative or ministerial staff other than professional posts and semi professional having qualification of certificate or bachelors.

**B. Category Library, District level**

Staff	Collection	Covered Area	Membership (Active/Live)	Facilities
Chief Librarian BPS-18 Librarian BPS-17 Semi professional and non professional morning and evening shift (staff as per requirement)	Minimum 50,000	7,000 sq ft	3,000	i) Classified/Electronic Cataloguing, A.V. Section: ii) Ladies and Children section, iii) Text books section, Newspaper/periodicals & Reference service internet photocopier/scanner

**C. Category Library, Tehsil level**

Staff	Collection	Covered Area	Membership (Active/Live)	Facilities
Librarian BPS-17. Semi professional and non professional	Minimum 20,000	5,000 sq ft	1,000	i) Classified/Electronic Cataloguing, A.V. Section: ii) Ladies and Children section, iii) Text books section,

morning and evening shift (staff as per requirement)				Newspaper/periodicals & Reference service internet photocopier/scanner
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**D. Category Library, Town Committee**

Staff	Collection	Covered Area	Membership (Active/Live)	Facilities
Librarian BPS-17. Semi Professional and non professional morning and evening shift (staff as per requirement)	Minimum 5,000	2,000 sq ft	Less than 1,000	i) Classified/Electronic Cataloguing, A.V. Section: ii) Ladies and Children section, iii) Text books section, Newspaper/periodicals & Reference service internet photocopier/scanner

**E. Category Library, Union Council level**

Staff	Collection	Covered Area	Membership (Active/Live)	Facilities
Semi professional/ General Staff Morning shift	1,500	Up to 500 sq ft	100	Text Books Section Newspaper/Periodicals

# **MEMORANDUM OF UNDERSTANDING**

This memorandum of understanding (MOU) entered into this day -----2017 between PLF as party of first part and ----- library as part of 2<sup>nd</sup> part through its ---- authority -----.

## **Purpose**

The purpose of this MOU is to financial and technical support for development to ----- library i.e. to purchase books, furniture, computers and library equipment. Both parties have mutually agreed as under.

- i) Library ----- shall make request to the office of PLF for grant-in-aid should prepare indicating specifications, model, and prices.
- ii) PLF recommend the grant-in-aid to purchase books after reviewing available space, existing collections need of the library reader, visitors and number of registered members in the library.
- iii) Books shall be purchased as per policy and discounted price as prescribed and notified on quarterly basis by National Library Islamabad, Govt. of Pakistan.
- iv) The library/institution may provide its previous audit report (the age of unsettled paras should not be acceded more than 4 years) copy of budget / details of expenditures of current and last 2 financial years, detail of grant-in-aid received from PLF or any other organization in past.
- v) The library must have professional (MA Library Science/MA Information Management), semi professional (Certificate in Library Science or Graduation in Library Science) and non professional staff.
- vi) Library, institution(s) or association(s) of library profession will constitute/notify a purchase/expense committee one Officer/ Officials may be opted from PLF, (in case of sponsorship to a professional activity e.g. seminar and workshop, the expense committee shall be constituted) to complete the process after observing all the codal formalities; in case of purchase of books a book selection committee will also be constituted.
- vii) Library, Institution or Association of library professions should followed Austerity Measures issued by the Finance Department Govt. of the Punjab from time to time.
- viii) Purchase process for furniture, library equipment and branded computers (with licenced windows and software) shall be conducted in line with the prescribed rules and regulations of PLF and Punjab Procurement Regulatory Authority (PPRA), S&GAD, Govt. of the Punjab. However, books shall be purchased at the discounted price as

prescribed and notified on quarterly basis by the National Library, Islamabad, Govt. of the Pakistan.

ix) Library/institution(s) and association of library profession after completing all the purchase procedure shall submit bill(s) to the office of PLF for payment.

x) The cheque(s) shall be prepared in the name of concerned supplier(s), publisher(s) and books seller(s) or vendor(s) and shall be delivered to the supplier(s), publisher(s), books seller(s) or vendor(s).

xi) Grant-in-Aid duly approved by PLF shall be utilized with one year from the date of its intimation to the concerned library/institution(s) or association, otherwise grant-in-aid shall be considered by the intimation of BOG.

xii) All the libraries/institution(s) or association(s) in receipt of grant-in-aid shall maintain proper record & necessary register(s) /stock register(s) of purchased items and stock register(s) number/accession numbers must be entered on the relevant bills/vouchers before its submission to PLF for payment(s).

xiii) All the libraries institution(s) and library professional association in receipts of grant-in-aid shall furnish expense/purchase record (in original) as and when required by Punjab Library Foundation. However, physical verification of the item purchase may be insured as and when required by PLF (before or after payment).

xiii) That this MoU does not create any obligations under law what so ever on both the parties.

xiv) Incomplete request cases inconsistent with aforesaid directions shall not be considered for grant-in-aid out of PLF funds.

xv) That any modifications or amendments in this MoU shall become effecting on the date of its signing and shall remain in force and effective until rescinded by either party by giving a written notice of one month to the other party in witness whereof this MoU signed sealed executed as of the date first above written.

1<sup>st</sup> party, PLF

2<sup>nd</sup> party library