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GOVERNMENT OF INDIA  
MINISTRY OF CULTURE  
NATIONAL ARCHIVES OF INDIA  
JANPATH, NEW DELHI- 110 001

SCHEME OF FINANCIAL ASSISTANCE  
FOR PRESERVATION AND CONSERVATION OF  
MANUSCRIPTS, RARE BOOKS, OLD AND RARE DOCUMENTS, RECORD OF HISTORY

2018-2019

Applications are invited for financial assistance from registered voluntary organisations, educational institutions including private colleges, private libraries and museums, universities including deemed universities and individuals for the following purposes:-

- a. Scientific preservation/ conservation/ repair/ restoration, microfilming, listing, cataloguing, evaluation, translation, publication/ reprint of historical documents, record of history, charts, maps etc. in their custody as also for purchase of manuscripts/rare books.
- b. Preservation and Conservation of archival photographs and prints (including oleographs & lithographs).
- c. Purchase of items required for preservation and conservation of manuscripts/rare books i.e. Air conditioners, vacuum cleaners, fumigation chambers and chemicals for treatment.
- d. Digitization of manuscripts, rare books, old and rare documents, record of history, archival photographs & prints (including support for digitization job work as well as purchase of equipments viz. camera, scanner, computer, printer, copier).

The maximum limit of financial assistance under the Scheme is up to Rs.10 lakhs in the ratio of 75:25 of the total cost of the project per year (i.e. Central Government's Share 75% and Grantee's matching share 25%).

Application(s) duly recommended by the State Level Screening Committee (SLSC)/State Archives (for this please contact Director, concerned State Archives)/State Government in the prescribed proforma may be forwarded to Chairman, Grants Committee & Director General, National Archives of India, Janpath, New Delhi-110 001 on or before 17 December 2018.

Complete details of the financial assistance of the scheme, alongwith the prescribed proforma of the application can be down loaded from National Archives of India website [www.nationalarchives.nic.in](http://www.nationalarchives.nic.in) Sub-Head Grants-in-aid on home page or could also be obtained from the address given above, either by writing or in person.

SCHEME OF FINANCIAL ASSISTANCE FOR PRESERVATION AND  
CONSERVATION OF MANUSCRIPTS, RARE BOOKS, OLD AND RARE  
DOCUMENTS, RECORD OF HISTORY

1. TITLE

This Scheme will be known as 'Scheme of Financial Assistance for Preservation and Conservation of Manuscripts, Rare Books, Old and Rare Documents, Record of History.'

2. SCOPE

- a. Under the Scheme, financial assistance is meant for registered voluntary organisations, educational institutions including private colleges, private libraries and museums, universities including deemed universities and individuals.
- b. The assistance would be provided for scientific preservation/conservation/ repair/restoration of Manuscripts, Rare Books, Old and Rare Documents, Record of History, and also for microfilming, listing, cataloguing, evaluation, translation, publication/ reprint of historical documents, charts, maps in their custody as also for purchase of manuscripts, rare books, old and rare documents, record of history.
- c. In addition to this, financial assistance would be extended for preservation and conservation of archival photographs and prints (including oleographs & lithographs).
- d. The assistance would also be provided for purchase of items required for Preservation and Conservation of Manuscripts, Rare Books, Old and Rare Documents, Record of History i.e. Air conditioners, vacuum cleaners, fumigation chambers and chemicals for treatment.
- e. The Scheme would also provide financial assistance for Digitization of Manuscripts, Rare Books, Old & Rare Documents, Record of History, Archival Photographs & Prints (including support for digitization job work as well as purchase of equipments viz. camera, scanner, computer, printer, copier).

3. TYPES OF INSTITUTIONS/ORGANISATIONS/INDIVIDUALS ELIGIBLE FOR ASSISTANCE

- (i) National/State level voluntary organisations, educational institutions, including private colleges, libraries and museums, universities, deemed universities, autonomous bodies of the Government (Central as well as States/Union Territories) archives & museums in various regimental centres, memorials of national leaders etc..
- (ii) Freedom fighters, families of erstwhile princely houses, old aristocratic families, individuals, temples, churches, khankas, mutts, having hereditary collections of manuscripts, records of historical importance, old & rare documents.
- (iii) Even in the absence of an application for financial assistance, if the Grants Committee has reasons to believe that particular archival materials, record of history lying in the custody of an organisation/individual mentioned hereinabove are of national/unique in character, on the recommendation of the Expert Committee, may recommend *suo moto*, or member(s) of the Grants Committee direct to place the matter before the Grants Committee, for consideration of financial assistance under the scheme.



#### 4. EXTENT OF FINANCIAL ASSISTANCE

- i. The Financial Assistance will be of a non-recurring nature:-
  - a. It will be in the ratio of 75:25 i.e. 75% central grant share and 25% institution's/individual's matching share for each project/ proposal in a given financial year.
  - b. In case of important archival collections, the financial assistance will be in the ratio of 90:10 i.e. 90% central grant share and 10% institution's matching share.
  - c. In the case of central universities, the Government will bear 100% expenditure of a project covered under the scheme.
  - d. In special cases also the Government will bear 100% expenditure.
- ii. The maximum limit of financial assistance under the scheme would be Rs.10.00 lakhs (Rupees ten lakhs only) per project/per financial year. A voluntary organisation/ individual can submit only one project in financial year.
- iii. The grant under the scheme will be considered after taking into the consideration of the grant received or likely to be received from other sources for the same project.

#### 5. PROCEDURE FOR SUBMISSION OF APPLICATION

The organisation/individual should submit their application for financial assistance through the State Level Screening Committee (SLSC)/Archives in response to advertisement published in newspapers and in the website of NAI. In States/ Union Territory (UTs) where SLSC has been constituted, the applications should be submitted through SLSC only constituted for the purpose and in States/UTs where SLSC has not been constituted, the applications should be routed and recommended through concerned State/UT Archives. The SLSC/UT Administrations/Archives will forward the applications to the Director General of Archives and Chairperson, Grants Committee, National Archives of India, Janpath, New Delhi-110001, with their specific recommendations indicating the amount of grant and purpose for which grant is sought for. Universities (including deemed universities) may send their applications directly through the Registrar. In case of private colleges affiliated to the universities, the applications should be forwarded through the Registrar of the respective university. Incomplete or applications received after the prescribed date will not be considered.

Documents required to be submitted, alongwith the application:-

- i. A project report indicating the proposal for which the financial assistance is sought, alongwith the qualifications and experience of the experts engaged or proposed to be engaged on contract basis.
- ii. Financial statement of the project giving item-wise details of non-recurring expenditure and source from which grantee will meet the matching share.
- iii. Information relating to the grant received, promised or the requests thereof made, if any, to other bodies, e.g. universities, central/state governments, central social welfare board or local bodies/quasi-government institutions for the project under the consideration. The decision of these bodies on such request should be communicated to the Director General of Archives, National Archives of India, (Ministry of Culture, Government of India), New Delhi.

- iv. List of manuscripts, rare books, old and rare documents, record of history in the custody of the voluntary organisation/individual and universities, stating the titles, authors, inclusive years, subject and language.
- v. Valid and legible registration certificate of the organisation (wherever applicable) or other proof of its origin.
- vi. Constitution of the board of management of the organisation and the particulars of each member.
- vii. Copy of the latest audit and annual report.
- viii. A statement of full receipts and expenditure of the institution/organisation for the previous three years and a copy of the balance sheet for the previous year certified by a Chartered Accountant or Government Auditor.

**6. PROCEDURE FOR APPROVING GRANTS**

1. All the proposals/applications received under the Scheme in response to the advertisement published in newspapers and in the website of NAI will be placed before the Grants Committee for consideration, which will consist of the following members:-

(i) Director General of Archives, National Archives of India - Chairperson

(ii) Director (A&A Division), Ministry of Culture, - Member  
Shastri Bhawan, New Delhi-110 001

(iii) Three nominees of the Chairperson of the - Member  
Grants Committee (from amongst eminent historians, librarians, archivists, museologists, expert of manuscripts, conservator of manuscripts and paintings etc.)

(iv) Deputy Director of Archives, - Member  
National Archives of India, Janpath, New Delhi-110 001 Secretary

(v) Special Invitees:-

In addition to the members of the Grants Committee, the Chairperson, Grants Committee, may invite expert(s) professional(s) to attend the meeting(s) of the Grants Committee, and/or to tender expert opinion on language/technical aspects of the proposal(s) etc., 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:- The Grants Committee would be constituted for a term of two financial years. The members would also be eligible for re-appointment.



2. For important archival collections and special cases, the composition of the Expert Committee would be as follows:-

- |        |  |   |                             |
|--------|--|---|-----------------------------|
| (vi)   | One nominee of the Chairperson of the Grants Committee (from amongst eminent historians, librarians, archivists, museologists, technical experts etc.) | - | Head<br>Expert<br>Committee |
| (vii)  | One nominee of the Chairperson of the Grants Committee (from amongst eminent historians, librarians, archivists, museologists, technical experts etc.) | - | Member                      |
| (viii) | Director (A&A Division), Ministry of Culture, Shastri Bhawan, New Delhi-110 001  | - | Member                      |
| (ix)   | Director, State/UT Archives of the respective jurisdiction of the organisation/individual  | - | Member                      |
| (x)    | Deputy Director of Archives National Archives of India, Janpath, New Delhi-110 001   | - | Member<br>Secretary         |

Note:- The Expert Committee would be constituted as and when the proviso of *suo moto* consideration for important archival collections and special cases would be entertained and the Government will bear 100% expenditure. The upper ceiling of the financial assistance for these categories would be Rs. 10.00 lakhs (Rupees Ten Lakhs only) per proposal and all such proposal would abide to all the terms and conditions of the scheme as a part of monitoring mechanism.

## 7. TERMS AND CONDITIONS

- i. The institution/organisation in receipt of financial assistance shall be open to inspection by the Director General of Archives, National Archives of India or his nominee. He shall also have powers to affect 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 application, 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.
- ii. The accounts of the project shall be maintained properly and separately and submitted as and when required. They shall always be open to check by the Director General of Archives, National Archives of India or by the respective State Level Screening Committee, Director, Head of State Archives/UTs or their nominee for monitoring the project. They shall also be open to audit, both by the Comptroller and Auditor General of India under the provision of CAG (Duties, Power and Condition of Service) Act, 1971 and the internal audit by the Pay & Accounts Office of the Ministry of Culture.



- iii. The institution/individual shall maintain a record of all assets acquired wholly or substantially out of the Government grant. Such assets shall not be disposed off, encumbered or utilized for purposes other than those for which the grant was given without the prior sanction of the Government of India. Should the institution cease to exist at any time such properties shall revert to the Government of India.
- iv. When the Government of India/State Government have reasons to believe that the sanctioned money is not being utilized for the approved purpose, the Central Government has the right to recover the grant already given to the institution/individual alongwith 10% penal interest per annum from the date of release of grant.
- v. The activities of the institution/individual who receive the financial assistance must be open to all citizens of India without distinction of religion, race, caste, language.
- vi. The institution/individual must exercise reasonable economy in the working of approved project. It may be ensured that no post/s (permanent/temporary) are to be created out of the financial assistance received from National Archives of India.
- vii. The institution/individual shall furnish to the Director General of Archives, National Archives of India, a quarterly progress report of the project, indicating in detail both the physical and financial achievement in respect of the each item of the approved project. Such reports shall continue to be furnished until the project is completed to the satisfaction of the Government of India.
- viii. If the Director General of Archives, National Archives of India requires clarification on any point not contained in the progress report, the institution/ individual shall supply it within the time specified failing which the Government will have a right to recover the grant already given to the institution/individual.
- ix. For the purchase of equipments, proposals should clearly indicate that the applicant has the competent trained staff/ manpower (permanent/ temporary) to operate them.
- x. The grantee will furnish to the Director General of Archives, National Archives of India, the audited accounts and utilization certificate from a Chartered Accountant (of its own choice) (as per Rule 211(3) of GFR, 2005). The utilization certificate should clearly indicate the actual utilization for the grants received for the purpose for which it was sanctioned in Form GFR 19-A. The utilization certificate should be submitted within the twelve months of the closure of the financial year by the institution/individual concerned. Where such certificates is not received from the grantee within the prescribed time, the National Archives of India/Ministry of Culture will be at the liberty to black-list such institution/individual from any future grant, subsidy or other type of financial support from the government and would also put this information on the website of the National Archives of India/ Ministry of Culture (as per Rule 209 (1) of GFR, 2005).
- xi. Any amount remaining unspent out of the grant should be refunded to the Central Government. The grantee will execute a Bond in favour of the President of India to the effect that they will abide by the terms and conditions of the grant. On committing breach of the Bond, the grantee and/or the sureties individually and jointly will be liable to refund the entire amount of grant with interest on the sums specified under



the Bond. The rate of interest to be charged in such a case will be 10% per annum of the grant-in-aid ordered to be refunded. Such unspent balance amount to be refunded in the form of Bank Demand Draft drawn in favour of the Administrative officer, National Archives of India, Janpath, New Delhi-110 001.

- xii. Payment of the grant does not carry any commitment on the part of the Government of India for sanction of further grants.
- xiii. The payment to the experts proposed to be engaged for the project, sanctioned under this scheme, would be admissible in the form of honorarium/ remuneration only.
- xiv. Such other conditions may be imposed by the Government of India from time to time.
- xv. Grants will be released in two equal installments, 50% each of the total Central share, the 1<sup>st</sup> installment being normally released with the sanction of the project. For release of the 2<sup>nd</sup> installment, the grantee will have to submit utilization certificate for the entire grant amount alongwith their full matching share @ 25% of the total project cost.
- xvi. No fresh grant will be recommended/sanctioned/released to any institution (voluntary organisation)/individual unless the utilization certificate(s) and other necessary papers of the previous grant(s) received, have been finally settled.
- xvii. No funds out of the grant should be utilized for any new scheme/items for which prior approval of Government has not been obtained. In exceptional circumstances, upon receipt of a request from a grantee, the Chairperson, Grants Committee, may permit utilization of the grant or part thereof for purpose(s)/item(s) other than the one(s) for which the grant was originally made, but falling within the overall scope and objective of the scheme.
- xviii. In case of any dispute pertaining to the grant, final decision shall rest with the Joint Secretary, Ministry of Culture, Government of India, New Delhi. The jurisdiction of any dispute arising out of the scheme will be in the National Capital Territory of Delhi.
- xix. The scheme will be monitored by a three number Sub-Committee and 30% of the grants sanctioned will be reviewed by the Central Government.
- xx. An institution/individual will forward one copy of the publication, if 500 copies are published, and two copies of the publication if more than 500 copies are published free of charge to the National Archives of India duly acknowledging that the publication has been brought out with the financial assistance of National Archives of India, Ministry of Culture, Government of India.

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SCHEME OF FINANCIAL ASSISTANCE  
FOR PRESERVATION AND CONSERVATION OF  
MANUSCRIPTS, RARE BOOKS, OLD AND RARE DOCUMENTS, RECORD OF HISTORY

APPLICATION FORM

1. Name and complete postal address of the Institution/Organisation/ Individual etc. Tel no., Fax No. E-mail ID and Unique ID no.
2. Date of Establishment/registration as a Society or Trust under Indian Societies Registration Act, 1860. Details of Board of Management alongwith a copy of the registration certificate.
3. Darpan ID No.\* (For Non-Governmental Organisation)
4. Nature and number of manuscripts/rare books, old and rare documents, record of history, holdings and their titles, authors, inclusive years/period, subject, languages to which they belong in the custody of the voluntary organisation/individual.
5. Audit accounts for the last three years along with copies of balance sheet (last year) and latest copy of Annual Report.
6. A statement giving details of financial assistance received during the last five years from the Central / State Government of any other source. In case the applicant has previously received financial assistance under this scheme, copies of relevant utilization certificates may be enclosed.
7. Details of the Project for which assistance is sought alongwith details of experts to be engaged.
8. Estimated cost of the Project with item-wise details of financial assistance sought.
9. Source from where 25% cost of the Project would be met.
10. Financial assistance expected from any other source for the Project.
11. Concerned State Level Screening Committee Recommendation to be attached with the application.

Place:

Date:

Signature :

Name :

Designation :

Office Stamp :

\* NGOs should register themselves on <https://nqodarpan.gov.in/> and get the Darpan Id no.

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



SCHEME OF FINANCIAL ASSISTANCE FOR PRESERVATION AND CONSERVATION OF  
MANUSCRIPTS, RARE BOOKS, OLD AND RARE DOCUMENTS, RECORD OF HISOTRY.

RECOMMENDATION OF THE STATE LEVEL SCREENING COMMITTEE  
FOR FINANCIAL YEAR \_\_\_\_\_

1. The application of \_\_\_\_\_ is forwarded duly recommended.
2. That a Senior Officer of the \_\_\_\_\_ Department has visited the institution/ organisation and a copy of his report is attached/has not visited the institution/ organisation.
3. That institution/ organisation is recognized/registered under Indian Societies Registration Act, 1860.
4. The application has been examined and that is found to be covered under the Scheme.
5. Financial Assistance has/ has not been given by the State Government. In case assistance has been given details thereof \_\_\_\_\_
6. That the institution/ individual is/is not in a position to meet the 25% matching share of the total project cost.
7. Observation/ recommendation of State Level Screening Committee/ Archives on the project for which grant is sought. (N.B:- Financial recommendation regarding only those specific items that are admissible under the scheme may be furnished alongwith proper justification as per the format given below)

Sr. No.	Detail of Item(s)	Amount (Rs.)	Justification

Place :

Signature :

Date:

Name :

Designation :

Office Stamp :

Note:- The Officer signing this certificate should be of or above the rank of an Under Secretary to the State Government.