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## OFFICE MEMORANDUM

**Subject : Mizoram NGO's Libraries Guidelines for Recognition and Regulating their Management**

**No.B.15011/1/2000-EAC, the 16<sup>th</sup> August, 2013.**

In order to enable various rural libraries to maintain proper and uniform functioning within Mizoram, the following guidelines are hereby framed for Recognition and Regulating the Management of NGO's Libraries till new Rules is notified :-

1. Norms for Recognition of Libraries:

For consideration of recognition of Libraries, the following criteria shall be adopted:-

- (a) The Library should have at least 500 books in the case of Urban Libraries and 300 books in case of Rural Libraries;
- (b) The Library should have their own land and building;
- (c) Electricity facility should be there in electrified Village;
- (d) The Library should have average of 30 users per month at least;
- (e) The Library should be opened to public;
- (f) Preference will be given to Villages where there are no Libraries;
- (g) The criteria/norms may be relaxed on certain cases with the approval of the Chairman of the State Library Committee;
- (h) The Library should be at least three years running with proper records of books stock;
- (i) Any such Library applying for Recognition be inspected and the State Library Committee (SLC) be satisfied with the inspection report;
- (j) Prescribed application form for recognition may be obtained from State Library/District Libraries and submit to the Director, Art & Culture Department.
- (k) The NGO duly registered under Firm & Society Registration Act 1860 shall be eligible;
- (l) The Director, Art & Culture Department shall detail Officers to make spot verification on the application for recognition.
- (m) The Organisation (NGO) should maintain proper accounts.

2. Grants / Financial Assistance.

- (a) The Director, Art & Culture Department, Govt. of Mizoram shall initiate verifications and report on the observation before granting any assistances.

- (b) The recognized Libraries shall be given grants in the form of Books, Furniture, building grants etc. under the matching scheme of RRRLF, Kolkata with recommendation and approval of the State Library Committee (SLC)
- (c) The Organisation (NGO) should maintain proper accounts and Stock Register of the grants received.

3. Recognition Fee / Renewal Fee

- (a) There shall be a recognition fee @ Rs. 500/- for Non-Government Organisation (NGO) Libraries in Urban Areas and @ Rs. 300/- for NGO Libraries in the Rural Areas.
- (b) The recognized NGO Libraries shall have to pay Renewal Fee every year @ Rs. 300/- for Urban Libraries and @ Rs. 200/- for Rural Libraries respectively.
- (c) The recognition / renewal fees shall be revised/enhanced by Director as and when the need arises with prior approval of the Government of Mizoram.

4. Deposit of Fees.

Library Recognition fee and Renewal Fees shall be deposited into Government account through Challan in favour of the Director, Art & Culture Department, Govt. of Mizoram, under the following Receipt Head of Account :-

0202	-	Education, Sport, Art & Culture
04	-	Art & Culture
102	-	Public Libraries
01	-	Art & Culture

5. De-Recognition/Cancellation.

- (a) Recognised Libraries who failed to deposit Renewal Fee within the financial year shall be de-recognised or suspended until the fees are paid.
- (b) The Organisation/NGO fail to run and maintain their Libraries shall be de-recognised on the recommendation of the verifying officer.
- (c) The NGO so de-recognised under the above terms shall not be entitled to receive any assistance either in cash or kind.
- (d) Materials given to the NGO Libraries during the last 3 (three) years shall be forfeited on de-recognition and such materials shall be returned to the Department.
- (e) Materials returned due to de-recognition shall be disposed off by the Department in consultation with State Library Committee.

This issued with the approval of Finance Department vide I.D No. FIN(EA) 140/13 dt. 20.06.2013.

C.Thatkunga,  
Secretary to the Govt. of Mizoram,  
Art & Culture Department.