

Proforma for Submission of Demand under Library Strengthening

1. Name of the University:
2. Year of Demand:
3. Details of Library In-charge: Contact details (Name, Email, Mobile number)

Head: Capital

S N	Items	Particulars	No.	Approximate Cost (Rs. In Lakh)	Location	Justifications	Present Availability in the University & Status (give details in Annexure if needed)	
1	No. of Printed Text Books (excluding CeRA)							
2	No. of Print Journals							
3	No. of e- Books							
4	No. of e-Journals(excluding CeRA)							
5	Library Software	1						
		2						
		3						
6	Library Hardware	1						
		2						
		3						
7	Repair and Maintenance (if any)							
8	Purchase of Equipments viz. D-humidifier/air conditioners/ e-Kiosk/furniture and fixtures etc. (Please provide list of the items and present status of availability in the University Library)							
9	New infrastructure to be created for Library (if any)							
10	Subscriptions/Memberships (name and number, if any)	1						
		2						
		3						
		4						
11	Additional information (if any)							

CHECK LIST If Yes please tick (√) if No please (X)

- A Submission of Demand/ Proposal as per format
- B UC/AUC of Previous Financial Year
- C Printed Annual Reports as per format
- D College Wise & Head Wise Expenditure in a separate Annexure
- E Unspent balance refunded

P.S.

- 1 Please attach the list of each items to be Procured (Books, Journals Hardware, Software and Equipment) alongwith approximate cost
- 2 Prior approval of ICAR must be obtained before purchase of Hardware, Software and Equipment.
- 3 Prior approval of ICAR must be obtained for each single civil work for repair/renovation costing more than Rs.10.00 lakh.
- 4 Expenditure of recurring nature are not permissible under Library Strengthening grant.

Signature: _____

Name: _____

Designation: _____

Address: _____

Date: _____

Place: _____