

# Agreement Paper

The agreement paper between Rural Education and Development (READ) and..... Community Library.

1) The supporting organization- "Rural Education And Development" (called READ hereinafter)

Address:

Dasharath Chand Marga- 524  
GPO Box: 11995  
Baluwatar, Kathmandu, Nepal  
Tel: 977-1-4423141, 977-1-4439858  
Fax: 977-1-4430017  
Email: read@info.com.np

2) The READ supported..... Community Library (called the Library hereinafter)

The current address of the Library: .....

The Site for the Library establishment: .....

3) The site for the operation of the Sustainability Program: .....

4) Total duration of this agreement: .....

5) The Bank having the Library's Account: .....

The Library's Account No: .....

6) The Registering Organization of the Library:  
.....

The Library's Registration No: .....

## 7) The Conditions of the agreement:

This agreement will be considered as a part of the general agreement between Social Welfare Council and READ.

## 8) Obligations:

### **A. Monetary Aspect:**

1. As per the agreement made between the two parties, the predetermined supporting amount will be deposited in the Library's Account through A/C Payee Draft in installments.
2. To get the support from READ, the library has to submit the claim form to READ through their Management Committee.
3. The copies of bill, receipts and vouchers of the received installment amount must be approved by the chairperson, treasurer and secretary before submission to READ. In case of presence of construction committee, the presented documents must have signature of construction committee coordinator.
4. Only after the submission of the full description on the expenses made from the previous installment amount (in accordance with READ's financial policy) the next installment amount be sanctioned from READ. The account of the income and the expenses shown in the description must be approved by the management committee. The amount claimed by the library as per the rules will be provided by READ within 15 days. After sanctioning of the first installment, READ will carry on the process for sanctioning next installment in proportion to the amount the community mentioned they would bear as per the agreement.
5. If the sanctioned amount is misused, READ can proceed injunction order of freezing the Library's Bank Account.
6. The annual income and expenditure report of the library must be audited in the presence of the auditing committee of the community. The report must also be displayed in the public places.
7. If any misuse of the sanctioned amount is found, READ will take over the assets equivalent to the misused amount from the Library's physical property.

8. The Library's economic progress report must be submitted monthly to READ (in a format given by READ) from the very date of first installment/amount was sanctioned.
9. In case of any frauds from the Library management committee, READ has the right to ask back the entire supported amount from the Library.
10. The Library needs to submit the detail description of monetary or other supports provided by any individual or other organization/s to READ.
11. If the Library delays to operate within the agreement duration, READ can stop the subsequent installments.

**B. Sustainable Program:**

1. For the Sustainability of the Library the income generating program will be..... and if it is needed to be changed in any circumstances, READ's pre-approval will be a must.
2. At least 10% and 20% of the income from the sustainable program should be allotted for the remuneration and machineries respectively.

**C. Management Aspect:**

1. The sustainability project should meet the expenditure of staff salary, stationery, newspapers and magazines, repairing and maintenance cost, and the replacement fund for the scheme itself.
2. The Library itself is responsible for the sustainability and other community development programs.
3. READ will not be obliged to the agreement if the Library gets dissolved. And all the physical assets of the library in that situation will be automatically owned by the Government of Nepal.

**D. Reports:**

1. READ will inspect and guide the library as per the need till fifth year of operation from the very day READ's support begins. The Library has a duty to submit their progress report in READ's set-pattern once in every three months.



2. Total amount for the project Rs. ....

In words Rs. ....

Supporting amount from READ, Rs. ....

In words Rs. ....

Amount contributed by the community, Rs. ....

In words Rs. ....

3. The classified budget in this agreement cannot be transferred. Pre-approval from the READ becomes necessary for any kind of alteration in budget categories, in any circumstances.

**Representative Of READ**

Name: .....

Designation: .....

Date: .....

**Representative Of Library**

Name: .....

Designation: .....

Date: .....

This agreement is finalized in the attendance of the following people:

**People From READ:**

Name	Position	Organization	Signature

