**APPLICATION UNDER THE NON-MATCHING SCHEME OF ASSISTANCE FOR ORGANISATION OF NATIONAL LEVEL SEMINAR, WORKSHOP, TRAINING AND AWARENESS PROGRAM**

From:

To

The Director General

Raja Rammohun Roy Library Foundation

Block-DD-34, Sector-I, Salt Lake

Kolkata – 700 064.

Web: rrrlf.gov.in, E-mail: rrrlf-wb@nic.in

**Subject: ASSISTANCE FOR ORGANIZATION OF NATIONAL LEVEL SEMINAR, WORKSHOP, TRAINING AND AWARENESS PROGRAM.**

Sir,

I submit herewith an application vide Annexure and Check List for financial assistance under the “Non Matching Scheme of Assistance for organization of National Level Seminar, Workshop, Training and Awareness Program”. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them.

Yours faithfully,

Place :

Date : Signature of the applicant

with designation and office seal

**Annexure**

**(All the columns are to be filled up properly by the applicant in English or Hindi (official language) in Capital letters)**

|  |  |  |
| --- | --- | --- |
| 1. | Name of the institution/ organization/ Department :  (As per registration certificate) |  |
| 2 | Postal address of the applicant : |  |
| 1. Premises No./Street |  |
| 1. Village/Town |  |
| 1. Post Office |  |
| 1. District |  |
| 1. State with Pin Code |  |
| 1. Contact/Mobile No of the applicant |  |
| 1. Whether the library located at | 1. Urban (ii) Rural or (iii) Tribal Area |
| 1. E-Mail ID |  |
| 3. | Nearest Railway Station/Bus Stop/Land Mark |  |
| 4. | a) Status of the Library/Organization  b) Nature of the Library/Organization | Govt. / Non-Govt.  National / State Level |
| 5. | Date of Registration :  (Photocopy of the Society Registration Certificate be attached) |  |
| 6. | **In case of Government Libraries**  Designation & postal address of the Head of the Department |  |
| 7. | **Particulars for Seminar/Conference** (Attach separate sheet, if required)**:** | |
| 1. Theme/Topic of the Seminar/Conference |  |
| 1. Date, Time & Venue of the proposed seminar, conference |  |
| C. Name & Qualifications of the Resource persons (Separate sheet be attached) |  |
| D. No. of delegates/participants : |  |
| 8. | Estimated expenditure of the Seminar/Conference (Item-wise details to be provided in separate sheet) |  |
| 9. | Amount of assistance required : |  |
| 10. | Source of fund to be incurred in excess of the ceiling limit of the scheme : |  |
| 11. | Whether any grant is received from RRRLF.  If yes, particulars (RRRLF sanction Letter no. and amount) of the grant be furnished : | Yes / No |

**:: 2 ::**

**Declaration**

On behalf of the institution/organization, I solemnly declare that the particulars furnished above are true. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them. I also declare that no Utilization Certificate and other documents related to previous assistance received by this library/organization through RRRLF are pending.

**List of Enclosures: Please see Check List.**

|  |  |
| --- | --- |
|  | Name of the applicant |
| Place: | Designation |
| Date : | (In Block Letters) |

Signature with Office Seal

**Check List for Organisation of National level Seminar, workshop, Training and Awareness Program**

|  |  |  |
| --- | --- | --- |
| **Sl.**  **No.** | **Particulars** | **Check (Tick)** |
| 1 | Forwarding Letter |  |
| 2 | Application with Annexure |  |
| 3 | Copy of Constitution/Memorandum of Association |  |
| 4 | Copy of Society Registration Certificate |  |
| 5 | Copy of latest available Annual Report |  |
| 6 | Copy of latest Audited Accounts |  |
| 7 | List of Members of the Governing Body |  |
| 8 | Item-wise detailed estimates |  |
| 9 | List of Resource Persons |  |
| 10 | Concept Note of the seminar |  |
| 11 | Undertaking to bear the liability in excess of the prescribed ceiling limit of the scheme. |  |

Signature of the applicant

with designation and Office seal

Place :

Date :