

**Despatch Certificate**

This is to certify that ..... title(s) relating to the Raja Rammohun Roy Library Foundation's Order No. .... dated ..... against our Bill No. .... dated ..... has / have been dispatched to the Deputy Manager (B.D.), Business office, Ministry of Communication and IT, Department of Post, Bidhannagar Post Office, CC Block, Salt Lake City, Kolkata 700064 as per details given below :

<b>Sl. No.</b>	<b>Name of the Title with Volume number and ID number, if any</b>	<b>Name of the Author</b>	<b>Year of Publication</b>	<b>Price</b>	<b>No. of copies dispatched</b>
<b>a)</b>					
<b>b)</b>					
<b>c)</b>					
<b>d)</b>					

2. Certified that gift label, as per specimen, has been pasted on the title page and end page of each book.
3. Certified that the challan in the prescribed form (3 copies), has been sent to the Deputy Manager (B.D.), Business office, Department of Post, Bidhannagar Post Office, CC Block, Salt Lake City, Kolkata 700064 alongwith each book packet.

Date:

SEAL

Signature and designation  
with full postal address