

**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 - I 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 – 1

**(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 :	
	(i) Premises No./Street	
	(ii) Village/Town	
	(iii) Post Office	
	(iv) District	
	(v) State with Pin Code	
	(vi) Contact/Mobile No of the applicant	
	(vii) Whether the library located at	(i) Urban (ii) Rural or (iii) Tribal Area
	(viii) E-Mail ID	
3.	Nearest Railway Station/Bus Stop/Land Mark	
4.	a) Status of the Library/Organization	Govt. / Non-Govt.
	b) Nature of the Library/Organization	National / State Level
5.	A. Date of Registration : (Photocopy of the Society Registration Certificate be attached)	
	B. Unique ID in NGO Darpan (for NGO) :	
6.	<b>In case of Government Libraries</b> Designation & postal address of the Head of the Department	
7.	<b>Particulars for Seminar/Conference</b> (Attach separate sheet, if required):	
	A. Theme/Topic of the Seminar/Conference	
	B. 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

**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 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**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Check (Tick)</b>
1	Forwarding Letter	
2	Application with Annexure I	
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	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 :