

## **Forwarding Letter**

*(Through Head of the Institution/ Registrar in case of University)*

The Director,  
Indian Council of Social Science Research  
Eastern Regional Centre (ICSSR-ERC)  
1/R-1, Baishnabghata Patuli Township  
Kolkata - 700094

The \_\_\_\_\_  
(Name of the organization) forwards application of \_\_\_\_\_  
(Name of the Convener) for the financial assistance for organizing seminar / conference/  
workshop on the theme -  
\_\_\_\_\_  
\_\_\_\_\_

with an undertaking that this organization agrees to administer and manage the ICSSR Seminar Grant and provide basic infrastructural facilities for the above-mentioned seminar.

The institution shall be responsible for submitting the audited statement of accounts and utilization certificate for the grant received by it, for this purpose.

Signature

(Seal)

Place:

Name: \_\_\_\_\_

Date:

Designation: \_\_\_\_\_