



## Anandadhara

**West Bengal State Rural Livelihoods Mission (WBSRLM)**

(A Society under the Panchayats & Rural Devmt Dept, Govt of West Bengal)

**Annexure-I**

**PART A**

### **Application for sanction of RF under NRLM.**

To

The Additional District Mission Director, \_\_\_\_\_ District

(Through The Secretary,

\_\_\_\_\_  
Upasangha\_ / Sangha)

Sir / Madam,

We would request you to please sanction Revolving Fund of Rupees ..... only under NRLM.

Details of our SHG are as below:-

1. Name \_\_\_\_\_
2. Bank Details: a) Bank Name \_\_\_\_\_, b) Branch Name \_\_\_\_\_  
c) S/B A/c No \_\_\_\_\_ d). IFS Code \_\_\_\_\_
3. Date of Formation \_\_\_\_\_
4. Date of SB A/c opening \_\_\_\_\_
5. No of members \_\_\_\_\_
6. Rate of Monthly Savings for each member \_\_\_\_\_
7. Name & Phone no of Group Leaders:-
  - a) President \_\_\_\_\_
  - b) Secretary \_\_\_\_\_
  - c) Treasurer \_\_\_\_\_
8. Performance Details for the period from \_\_\_\_\_ to \_\_\_\_\_ (for last 3-12 months as the case maybe according to the age of the SHG):--
  - a) No of meetings required to be held during this period, as per rule of the SHG: \_\_\_\_\_
  - b) No of meetings actually held during this period: \_\_\_\_\_
  - c) Total amount of Savings collected from members during this period: Rs. \_\_\_\_\_
  - d) Details of lending to members: - (i) No of Members: \_\_\_\_\_ (ii). Amount: Rs \_\_\_\_\_
  - e) Total amount of loan due to be recovered during this period: Rs. \_\_\_\_\_
  - f) Total amount of loan actually recovered during this period: Rs. \_\_\_\_\_
  - g) Name of Books & Registers maintained up-to-date :-  
\_\_\_\_\_
  - h) Details of RF received, if any: i) Date \_\_\_\_\_ ii) Amount: Rs \_\_\_\_\_
  - i) Details of Capital Subsidy received, if any : i) date \_\_\_\_\_ ii) Amount: Rs \_\_\_\_\_
  - j) Other financial assistance received, if any :
    - 1) Source: \_\_\_\_\_ Rs. \_\_\_\_\_

Extract of relevant resolution in this regard, taken by our SHG, is enclosed.

Yours faithfully,

Signature of Secretary of the SHG with Seal

Name:-

Designation:-

Date:-

Signature of President of the SHG with Seal

Name:-

Designation:-

Date:-

**PART B**  
(for use by Upasangha/Sangha/Block or BMMU/)

**I] Forwarding by UPA-SANGHA**

Details of the SHG as mentioned in the application have been verified and found to be correct. Recommended for RF amounting to Rs...../ The application is not recommended due to the following reasons: .....

Forwarded to the .....Sangha for consideration.

Signature of the Secretary of Upasangha

Name

Date

Seal

**II] Forwarding of SANGHA :**

Above details have been verified (Application attached)

The Application is **recommended for sanction of RF** of Rs. .... / **Not Recommended** for the reason as follows: .....

Forwarded to the Block / BMMU for consideration

.....  
Signature of Secretary of SANGHA with Seal

Name:-

Date:-

Seal

**III] Recommendation of Block / BMMU:**

Checked, Verified & Recommended for release of RF of Rs: ..... / NOT recommended for the reason given below:-

.....  
.....

.....  
Signature of Block Project Manager/ Nodal Officer

Date: .....

.....  
Signature of Block Mission Director & BDO

Date.....

**IV] Sanction of RF by DMMU:**

Sanctioned RF of Rs. .... / Not sanctioned, as recommended by .....BMMU / Block  
This has approval of the District Mission Director.

.....  
Signature of Additional District Mission Director

Date.....



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### **Annexure-II**

Extract of resolution passed in the meeting of SHG for applying for RF:

Date of Meeting:-

"It Is decided unanimously that an application be submitted to the Additional District Mission Director, .....District, through the Secretary .....Sangha for sanction of an amount of Rs. .... as RF grant under NRLM for enhancement of the corpus of our SHG for lending to the members to meet their consumption and production needs. We hereby authorize Smt ..... the Secretary and Smt....., the President of our SHG to apply on behalf of our SHG for sanction of the RF."

.....

Signature of President of the SHG with Seal

Name:-

Designation:-

Date:-

Certified to be a true copy



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### Annexure-III

#### Format of Assessment of readiness of the SHG for receiving RF

1. Name of the SHG:
2. Village :
3. GP:
4. Block:
5. District:
6. Date of formation:
7. Date of opening of SB A/c:
8. Period for which the assessment is made: from -----to -----(in last 3 months)

S. N	Evaluation Indicators	Maximum Marks	Formula / Criteria for allocation of Marks		Obtained Marks
1	Regularity of Meetings	20	$\frac{(\text{Total no. of meetings actually held during the period}) \times 20}{(\text{No of meetings required to be held during the period as per rule of the SHG})}$		
2	Regularity of Savings	20	$\frac{(\text{Amount of savings actually collected during the period}) \times 20}{(\text{Amount of savings required to be collected during the period})}$		
3	Lending to members	20	$\frac{\text{Total amount of loan disbursed during the period}) \times 20}{(\text{Average corpus during the period})}$		
4	Recovery of loan from members	20	$\frac{(\text{Amount of loan actually recovered during the period}) \times 20}{(\text{Amount of loan required to be recovered during the period})}$		
5	Writing of Books (Meeting Book, Cash Book, Savings Ledger, Loan Ledger, Individual Pass Books)	20	All Books are maintained and are up to date	20	
All Books are maintained but a few are not up to date			15		
All Books are maintained but most are not up to date			10		
A few Books are not maintained			5		
Most of the Books are not maintained			0		
<b>Total Marks</b>		<b>100</b>	<b>Pass Marks</b>	<b>60</b>	<b>Marks Obtained</b>

**Remarks:** The SHG has **passed / not passed\*** the Assessment (\*Strike out which is not applicable)

#### Particulars of the Assessment Team:-

S.N	Name	Designation	Organization	Signature

**Date of Assessment:-**