

Anandadhara

West Bengal State Rural Livelihoods Mission (WBSRLM)

(A Society under the Panchayats & Rural Development Department, Govt. of West Bengal)



Memo No: PRD-34015/38/ 2024-SRLM SEC-Dept. of PRD /1202

Date: 24.09.2024

From: State Mission Director & Chief Executive Officer
West Bengal State Rural Livelihoods Mission (WBSRLM)
Panchayat & Rural Development Dept.
Government of West Bengal

To: Chief Executive Officer,
State Rural Livelihoods Mission,
Assam / Andhra Pradesh / Bihar / Chattisgarh/ Gujrat / Haryana /Jammu & Kashmir /
Jharkhand /Karnataka / Kerala / Madhya Pradesh / Maharashtra / Odisha / Punjab / Rajasthan /
Sikkim/Tamilnadu / Telengana / Tripura / Uttar Pradesh

Sub: Invitation for participation in the 7th Darjeeling SARAS- 2023-24 at Chowrasta Premises
(extending to Bhanu Bhavan premises) from 6th November to 17th November, 2024

Madam / Sir,

We are glad to inform you that the 7th Darjeeling SARAS has been scheduled to be held from **6th November to 17th November, 2024** at the **Chowrasta Premises (extending to Bhanu Bhavan premises)**. The Darjeeling SARAS is a landmark event of the state in winter season with an ever-increasing loyal clientele. This is the first time that Darjeeling SARAS is going to be organized at the hearth of the Darjeeling city with expected humungous participation of tourists.

Kindly consider that as per MoRD guidelines, only rural SHG members under the NRLM/SGSY are permitted to participate in the event. The guideline for participation (enclosed as **Annexure A**) is to be adhered to during the fair.

The format for SHG artisan data collection is enclosed herewith (**Annexure B**) for your kind consideration. The SoP for online registration is enclosed as **Annexure C** and the format for forwarding letter from the end of appropriate authority of SRLMs is also enclosed as **Annexure D** for your kind consideration. You are requested to kindly maintain the mentioned format of letter for smooth completion of artisan registration process. The user ID & Password for online registration would be shared shortly.

The initial allocations of stalls for the participation in 7th Darjeeling SARAS is mentioned in **Annexure E**. Apart from the participants, accommodation would also be provided for one official (State Coordinator) from each participating state. In case the state would like to send fewer participants, we would also be grateful for early intimation of the same so that we can make necessary adjustments for optimal management of space in the fare.

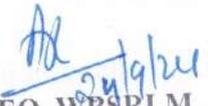
1. States are requested to kindly communicate the details of State Mela Coordinator (Name, Designation, Contact Number and email ID) for 7th Darjeeling SARAS 2024-25 by 1st of October, 2024 to pddrdc.gta@gmail.com.
2. States are requested to send all the communication related to organization of 7th Darjeeling SARAS 2024-25 to pddrdc.gta@gmail.com with a copy to wbsrlm@gmail.com.

I would like to request you to kindly take necessary steps for participation in the said event and to send confirmation as early as possible to enable us to organize the event smoothly. We look forward to welcome the SHG artisans from your state with quality products at 7th Darjeeling SARAS.

Thanking you.

Yours faithfully,

Enclosed: As stated

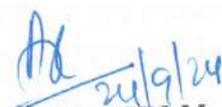

SMD & CEO, WBSRLM

Memo No: /1(5)/ PRD-34015/ 50/ 2023-SRLM SEC-Dept. of PRD /1202

Date: 24.09.2024

Copy forwarded for information:

1. Joint Secretary (RL-II), NRLM, MoRD, Govt. of India
2. Secretary, Panchayats & Rural Development Department, Govt. of West Bengal
3. P.S. to Hon'ble Minister-in-Charge, Panchayats & Rural Development Department, GoWB
- 4-5. P.S. to Hon'ble Minister-of-State, Panchayats & Rural Development Department, GoWB


SMD & CEO, WBSRLM



ANANDADHARA
WEST BENGAL STATE RURAL LIVELIHOODS MISSION (WBSRLM)
 (Joint Administrative Building, HC-7, Sec III, Salt Lake, Kolkata- 700106)



7TH DARJEELING SARAS MELA (2024-25)

Recent colour
Passport-size Photo-
graph of **First**
Artisan

Registration Form
(Other State)

Recent colour
Passport-size Photo-
graph of **Second**
Artisan

**** Registration will be done in online with a forwarding letter from SMMU, NRLM**

1	Stall Required (DD/MM/YYYY) From:	To:
2	Stall Preference (Please tick '✓'): Stall/ Pavilion / Open Space / Food Court	
3	Products	
4	State:	
5	DMMU/ DRDA /District:	
6	Information of First Swarojgari/ Artisan (Female)	
6.1	Name of Swarojgari / Artisan: (Smt.)	
6.2	SHG Member ID in NRLM Portal:	(Refer G1 report of NRLM MIS portal / similar report from LokOS)
6.3	Father's/Husband's/ Guardian Name:	
6.4	Block :	
6.5	Locality/ Street Address (with PIN Code):	
6.6.1	ID Type: (Please tick '✓')	Aadhaar Card
6.6.2	ID No.:	
6.7	Mobile No.:	
6.8.1	Name of SHG:	
6.8.2	SHG ID in NRLM Portal:	(Refer G1 report of NRLM MIS portal / similar report from LokOS)
7	Information of Second Swarojgari/ Artisan (Tagged with 1st Artisan) (preferably female)	
7.1	Name of Swarojgari / Artisan: (Smt./Shri.)	
7.2	SHG Member ID in NRLM Portal:	(Refer G1 report of NRLM MIS portal / similar report from LokOS)
7.3.1	ID Type: (Please tick '✓')	Aadhaar Card
7.3.2	ID No.:	
7.4	Mobile No.:	
7.5.1	Name of SHG:	
7.5.2	SHG ID in NRLM Portal:	(Refer G1 report of NRLM MIS portal / similar report from LokOS)

***Note: All fields are mandatory.**

Check List of documents to be available with Artisan at Mela Ground : (Please tick '✓')

- Copy of the forwarding letter from **State Rural Livelihoods Mission - mandatory**
 ID proof of each Artisan (same as uploaded in online registration) - **mandatory**

Details of State Coordinator

Name:
Designation:
Mobile no.:
Signature :

Signature of State Authority
(with seal)

Signature of 1st Swarojgari/ Artisan

Signature of 2nd Swarojgari/ Artisan

Instruction for submitting application

1. The concerned **Department/ Organisation/ Competent Authority, State HQ** will register all participating Artisans **through online only** (stall wise along with their related documents).
2. The system will automatically generate the **filled-in e-application form**.
3. Printed e-application forms need to be signed and sealed by the Head of the Organisation/ Competent Authority (State HQ).
4. The Signed and sealed application forms along with Forwarding Letter (by the Head of the Organisation/ Competent Authority, State HQ) need to **be scanned and submitted through online for further verification and approval**.

Process for submitting application

1. **Registration of Artisan (Stall wise - 2 Artisans per Stall)**
 - **Basic Details Entry**
 - **Product list wise description entry**
 - **Documents upload (file type: *.jpg)**
 1. Artisan's Photo, (maximum file size: 50 KB)
 2. Artisan's Signature, (maximum file size: 40 KB)
 3. Mela Coordinator's Signature, (maximum file size: 40 KB)
 4. Supporting documents upload, (maximum file size: 40 KB)
2. **All Applications will be enlisted for further edit/ view and status monitoring**
 - **Edit** (Edit registration Form, Product list, Uploaded Documents)
 - **Print** Form (View and print Application form with product list and supporting documents)
 - **Status monitoring** (after submission of application)
3. **Submit Application (file type: *.pdf)**
 - Print the filled-in registration form from home page list-view (Print)
 - Printed Application form to be signed and sealed by the Head of the Organisation/ Competent Authority
 - Scan the registration form in PDF
 - Under "**Submit Application**" menu, select registration number from list and attach/ upload the scanned registration form (pdf) **for each individual stall**
 - After completion of selection of all registration form following above mention process, attach Forwarding letter (signed and sealed by the Head of the Organisation/ Competent Authority) and **Submit**

The application then will be automatically forwarded (with unique application no) to WBSRLM SARAS for further verification and approval.

As already mentioned above, the status of application can be monitored from View/Edit page.

If, in case, reverted for any issue, the registration from can be again edited, if requires. The edited application needs to be submitted again.