

**FORM 2**

**RABINDRA-BHAVANA, VISVA-BHARATI**

Application to obtain archival material

**Name of applicant in BLOCK letters:**.....

**RBID:** .....

**Purpose:** Research / Publication / E-publication / Feature Film / Documentary Film / Offline digital presentation / Merchandise / Advertisement / Reference / Exhibition / Publicity Material / Use by Govt. Institution / Govt. Supported Project / VB Official

use / Other:.....

**Mode of delivery:** By hand / E-mail .....

**To the Vice-Chancellor: Visva-Bharati**

Please provide copy/copies of archival materials as specified in the attached requisition form in accordance with the terms and conditions of Rabindra-Bhavana.

I undertake that any archival materials provided to me will not be used except for the purpose stated above. I also agree to acknowledge Rabindra-Bhavana and Visva-Bharati wherever I use these materials and deposit a copy of the same to Rabindra-Bhavana, immediately after its publication.

I declare that obtaining copyright clearance for the documents covered under the attached requisition from competent authorities will be my own responsibility.

**Documents requested:** On payment/free of charges

**Signature of Applicant:**..... **Date:**.....

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**Application processed by:**..... **Date:**.....

**Special Officer: RB** ..... **Professor in charge (Archives)**.....

**Director: RB** ..... **Registrar: VB**.....

**Application approved/ rejected by: Vice-Chancellor: VB** .....

Request processed by:

No./Cost of TIFF Images:.....@Rs. /image

No./Cost of JPEG Images:.....@Rs. /Image Payment Receipt No.....

Processing charges: Rs..... Payment processed by:.....

Total cost: Rs..... Documents received by:.....

Total payment: Rs..... Documents received on:.....