REPORT OF LOSS OF BORROWER’S CARD/PASS BOOK

I am to inform that the Library Card/Pass Book issued to me has been lost. Kindly issue me a duplicate Library Card/Pass Book. I agree to pay the fines as per the NEHU Library Rules.

Particulars of Library Borrower’s Card/Pass Book:

1. Library Card Number __________________  Valid Upto __________________
2. Library Pass Book Number ______________
3. Category: PG Student/M.Phil/Ph.D./University Teacher/College Teacher/Others

UNDEARTAKING OF THE BORROWER REPORTING THE LOSS OF LIBRARY CARD/PASS BOOK

In case the library card/pass book declared lost is located and a book or books found charged against the library card/pass book, I undertake the responsibility for the replacement of the book(s) outstanding against the library card/pass book.

Place:          Signature of Applicant
Date:

Name: ____________________
Department: ___________________
Institution: ___________________

The above Library Card/Pass Book reported lost may please be checked.

Assistant Librarian (Circulation)

Dealing Assistant

Remarks of Dealing Assistant:

________________________________________

________________________________________

________________________________________

________________________________________

Signature of Dealing Assistant

The Finance Officer

An amount of Rs. _______ may kindly be realised from _____________________________ against the loss of Library Card/Pass Book.

University Librarian/Deputy Librarian/Assistant Librarian (Circulation)