

The Librarian,
Motilal Nehru College,
Benito Juarez Marg,
New Delhi - 110021
Ph : 011 - 24112604 / 36 / 50

Dated _____

SUBJECT : APPLICATION FOR THE LOST BARCODED LIBRARY CARD

Sir / Madam,

I have lost my Bar-coded library card. I submit that i lost it for the first / second / third time. I am also attaching a copy of FIR for the lost card. I may Kindly be issued a duplicate barcoded library card. I shall be responsible for the misuse of my lost library card. My particulars are as under :-

Name (In Block Letters) _____

Class _____ Roll No. _____

Address _____

_____ Ph. No. _____

Signature of Student

(FOR OFFICE USE ONLY)

Checked and it is certified that nothing is due on the above mentioned Card. An amount of Rs. 100/200/300 may be charged.

Signature
(Circulation Counter)

Cashier

Plaese charge Rupees 100/200/300 (Rupees _____ Hundred) only as cost of the lost Library card.

LIBRARIAN