

Application Form for Lost Books/Other Materials

For Lost Books/Other Materials, Mentioned all information.

Fill in by the Applicant	
Name: _____	Date: _____
<input type="checkbox"/> Student, _____	Student ID. : _____
<input type="checkbox"/> Faculty Member, <input type="checkbox"/> Staff Member, _____	Designation : _____
Academic Program: <input type="checkbox"/> PhD, <input type="checkbox"/> MSc, <input type="checkbox"/> BSc, <input type="checkbox"/> Other: _____	
Department: <input type="checkbox"/> MPE, <input type="checkbox"/> EEE, <input type="checkbox"/> CSE, <input type="checkbox"/> CEE, <input type="checkbox"/> TVE, <input type="checkbox"/> BTM	
Lost Items:	
<input type="checkbox"/> Books, <input type="checkbox"/> Other Materials _____	
Title : _____	
Author : _____	
Library Accession No. / Entry No. : _____ (collect from Library)	
<input type="checkbox"/> May kindly be deducted from caution money.	
<input type="checkbox"/> May be cash deposited to accounts and finance office.	
Signature : _____	Date: _____

Library Office Only	
Actual Current Value: _____ Currency: _____	
Total Cost as per Library rules (calculated two times) : _____ (current value) x 2 = _____ (in word _____)	
Library Official:	
Name: _____	Signature : _____ Date: _____

Assistant Librarian: _____

Library In-Charge : _____

Comptroller