

P.K.KELKAR LIBRARY

(FORM FOR LOST/REPLACEMENT OF LIBRARY BOOK)

Name of Borrower:			
Roll No./PF No :			
E-mail:	Mobile:		
Book details:			
Accession No.:	_ Call No.:	Due Date:	
Book Title:			
Author(s):	Edition:		
Publisher:			
Please select (√) the below opti	on:		
 I will replace the lost book with an identical book (title, edition, year, etc) within 15 days of the date reported. 			
I will pay for the cost as per rule. i.e. Latest edition of the book or cost as per Accession Register whichever is higher plus handling charges 20%.			
Date: Signature of the Borrower:			
OFFICE USE ONLY			
Cost of the book:	Plus Handling charges (20% of cost):	Total (Rs.)	
Paid Amount (Rs.):		te:	
Book replaced with the same edition as detailed below:			
Signature of the Library Staff with date :			
			Librarian