



**MAHE BENGALURU CAMPUS**

**DLHSBLR LIBRARY**

**LOST / MUTILATE BOOK REPLACEMENT REQUEST**

<b>MAHE ID No.:</b>	
<b>Name (in Block Letters)</b>	
<b>Department</b>	

<b>Acc. No. of the Book (1)</b>	
<b>Title of the Book</b>	
<b>Author</b>	

<b>Acc. No. of the Book (2)</b>	
<b>Title of the Book</b>	
<b>Author</b>	

<b>Acc. No. of the Book (3)</b>	
<b>Title of the Book</b>	
<b>Author</b>	

	<b>MRP of the Book/s (Rs)</b>	<b>Replacement Cost (Rs)</b>	<b>* Associated Cost (RFID Tags+ Processing charges) (Rs)</b>	<b>Total (Replacement + Associated) Cost (Rs)</b>
<b>Book (1)</b>				
<b>Book (2)</b>				
<b>Book (3)</b>				
<b>TOTAL</b>				

Total rupees in Words: \_\_\_\_\_

\* Associated cost for each title is Rs.100/-

In order to make good the loss of library material, I hereby wish to do the following (Please Tick)

1. Herewith replacing the book with latest edition.
2. Will pay double cost of the book as per library records

**Note:** Please pay the total amount in Accounts Department and submit the receipt at Library Help Desk for further necessary action.

Signature of the Applicant: ..... Date:.....

Signature of the Chief Librarian: ..... Date:.....