



DoC LIBRARY

LOST / MUTILATE BOOK REPLACEMENT REQUEST

MAHE ID No.:	
Name (in Block Letters)	
Department	

Acc. No. of the Book (1)	
Title of the Book	
Author	

Acc. No. of the Book (2)	
Title of the Book	
Author	

Acc. No. of the Book (3)	
Title of the Book	
Author	

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

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:.....