

**Sub: Payment of the price of lost/damaged publication**

Sir,

I,..... Designation/Admission No..... have lost/damaged the following publication/s issued in my name from .....(Name of the Department).

Sr. No	Accession No.	Title/Author

(Signature of the Borrower)

The above said details are correct. Forwarded to the University Librarian for replacement /payment of price of the Book

Incharge, Book Bank/Departmental Library

Office Memo No.....

**-----FOR OFFICE USE ONLY-----**

Please let us know the current price of the above mentioned publication/ replacement copy of the above mentioned publication is acceptable.

Incharge, Acquisition Section

Incharge, Circulation Section

The published price of the publication of accession no. .... according to ..... is .....as on.....Processing charges (Rs30/-) and price may be charged as per University rules.

The replacement copy of the above publication with Acc. No. .... may be acceptable please. The processing charges may also be realized.

Incharge, Circulation Section

Incharge, Acquisition Section

Please charge Rs...../ accept replacement copy of the publication with Acc. No.....+ Rs. 30 as processing charges.

Incharge, Circulation Section

In view of above, Charged Rs.....vide Receipt No.....dated.....

Junior Library Assistant (Circulation Counter)

The book with accession no..... is returned from the account of ..... Submitted for further necessary action please.

Junior Library Assistant (Circulation Office)

Incharge, Circulation Section

Incharge, Acquisition Section