



INDIAN INSTITUTE OF TECHNOLOGY ROPAR
Nangal Road, Rupnagar, Punjab – 140 001

LIBRARY

Request for Replacing/Settlement of Book Lost

Date: / /

From:

Name:

Dept./Sec./Centre:

Employee Code/Entry No.:

Contact No. (Tel./Mob.):

E-mail id:

To:

Deputy Librarian

II T Ropar

Dear Sir,

I lost the book issued from the Library on my name bearing a accession No. _____ having Author(s) : _____ & Title: _____ with the due date of _____. Please allow me to replace the same edition of book within 15 days from this request and please do not charge any fine during these 15 days.

OR

I lost the book issued from the Library on my name bearing a accession No. _____ having Author(s) : _____ & Title: _____ with the due date of _____. The same edition of the book is not available in the market for replacement. In this regard, as per the Library rules I may be allowed to pay the double the amount of book to the Library.

I transferred the double amount of the book of Rs. _____ having transaction reference number of _____ to the bank account of “**Library IIT Ropar**”, A/C No. **37193776181** with IFSC Code: **SBIN0013181** towards its loss.

Thanking You

User Signature

In- Charge (User Services)

Deputy Librarian