



ARKA JAIN UNIVERSITY

### LIBRARY

#### LOST / MUTILATE BOOK REPLACEMENT REQUEST

ENROL./UID 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)				
<b>TOTAL</b>				

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

\* Associated cost for each title is Rs.20/-

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 HelpDesk for further necessary action.

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

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