



भारतीय प्रौद्योगिकी संस्थान गोवा
केंद्रीय पुस्तकालय
Indian Institute of Technology Goa
Central Library
Request for Replacing/ Settlement of Lost Book

दिनांक/Date:

प्रेषक/From:

नाम/Name:

अनुक्रमांक/कर्मचारी सं./Roll. No./Emp. No.:

स्कूल/विभाग/School/ Dept.:

संपर्क सूत्र (दूरभाष/मोबाइल)/Contact No. (Tel./Mob.):

ईमेल (आधिकारिक ईमेल के अलावा)/Email id (other than official email address):

सेवा में/To:

पुस्तकालय अधिकारी/Library Officer

भा. प्रौ. सं. गोवा केन्द्रीय पुस्तकालय/IIT Goa Central Library

महोदय/Sir,

I lost/damaged the book issued from the Central Library on my name bearing Accession No. _____ having

Author(s): _____ and Title: _____

_____ with the due date _____. Please

allow me to replace the same edition of the book within 15 days from this request and please do not charge any fine during these 15 days.

अथवा/OR

I lost the book issued from the Central Library on my name bearing Accession No. _____ having

Author(s): _____ and Title: _____

with the due date _____. The same edition of the book is not available in the market for replacement. In this

regard, as per the Central Library rules, I may be allowed to pay minimum Rs. 1000 or the publisher's price whichever is higher plus fine and processing fee against the loss of the book to the Central Library.

I transferred the amount of the book Rs. _____ having transaction reference number

_____ to the bank account of "IIT Goa", A/c No: **520101260768219** with IFSC Code:

UBIN0913286 towards its loss.

धन्यवाद/Thanking you

उपयोगकर्ता हस्ताक्षर/User Signature

प्रभारी परिसंचरण डेस्क/ I/c Circulation Desk

पुस्तकालय अधिकारी/Library Officer