

## Performa for lost Book



### Haridwar University Library

Date:.....

To

The Librarian

Haridwar University, Roorkee

#### Sub: Application for Loss of Book(s)

With Due regards , I would like to bring to your kind notice that the library book(s) issued on my Membership ID Code \_\_\_\_\_ have been lost, details of which is/are mentioned below :-

S.No.	Title/Author	Acc.No
1.		
2.		
3.		

I am unable to replace the lost book and I want to pay the cost of the lost book (s) as per the Library norms. Kindly allow me to pay the amount for the same.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Roll No./Designation: \_\_\_\_\_

Branch/Department: \_\_\_\_\_

#### FOR LIBRARY USE

App.No:.....

Cost of Book(s):..... Processing Charge:.....Binding Charge(If applicable).....

Total Cost to be taken:.....

#### Cost Verified by

Paid the cost of lost book(s) vide Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Cost Received by

Library Incharge