



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology Rourkela
Biju Patnaik Central Library

LOST/DAMAGED BOOKS REPORT FORM

Name of Student/Staff.....

Roll No. /Employee Code Dept..... Course.....

E-mail..... Mobile.....

LOST/DAMAGED BOOK INFORMATION

Title of the Book

Author(s)

Edition..... Publisher Year

Accession No..... Call No..... Due Date

In order to compensate the loss/damage of library book, I accept the following as per library rules

- Replace the book with same or latest edition with processing fee along with library fine.
 Pay the cost of the book as per the library rules.

Date

Signature of the user

Note: Accumulated library fine shall be added to next semester's registration fees for students and deducted from the salary of the following or a later month for employees.

FOR OFFICE USE ONLY

Acquisition Section

As per record, the price of above book is Rs. (In words)

Date

SIC - Acquisition Section

Circulation Section

Received the Replaced copy / Cost of the book along with processing fee and fine (*please tick*)

Cost of the Book: Processing Fee: Fine: **Total:**

A sum of Rs (In words).....

Receipt No..... Date

Date

SIC - Circulation Section

HOD, BPCL