

FORM OF APPLICATION FOR PERMISSION TO USE THE LIBRARY

To
The Director
Deccan College Post Graduate and Research Institute (Deemed University)
Pune-411006

Subject: Application for permission to use the Library.

Sir,
I wish to apply for permission to use the Library of the Deccan College Post Graduate and Research Institute (Deemed University, Pune-411006, as a M.A./P.G.Dip./Ph.D./Research Scholar/Casual Reader.

1. Name in full (Block Capitals) _____

2. Occupation (if employed) _____

3. Address: Local _____

Address: Permanent _____

E-Mail _____ Phone No. _____

4. Purpose _____

5. Period for the use of the Library _____

I have carefully read the [rules](#) and undertake to abide by them.

Date _____

Yours faithfully,

Recommended by _____

Approved by (Head of the Dept.) _____

LIBRARY RECORD

1) Library card fee Rs. _____ (i) Receipt No. & Date _____

2) Library fees Rs. _____ (ii) University Ref. _____

3) Library deposit Rs. _____ _____

4) Library key deposit Rs. _____ (iii) University Ph.D. Reg.No. _____

5) To pay amount _____ _____

6) Validity _____ (iv) Study room No. _____

7) Library Card renewed up to _____ Receipt No. _____

Library Card renewed up to _____ Receipt No. _____

Library Card renewed up to _____ Receipt No. _____

8) Clearance Certificate issued on _____

9) Amount recovered from the Library Deposit _____

10) Amount refunded _____