

Government of India
Ministry of Communications
Department of Telecommunications
(Library)

Application for the Library Membership/ Renewal :-

1. Name (in Block Letters).
2. Designation.
3. Department.
4. Section/ Room No./Building.
5. Disbursing Officer.
6. Date of Appointment.
7. Present Residence Address.
8. Permanent Address.
9. Whether Adhoc/ Temporary/ Permanent.
10. Phone No. Office/ Residence.
11. **Identity Card No.**
12. **Have you ever been a member of this Library before.**

I have read the rule applicable in this regard and I agree to abide by them. In the event of my transfer from my present organization on outside Delhi or resignation from Government service. I undertake to return all the books/ journals borrowed by me from the Library.

I Authorise the Disbursing Officer to deduct from the amount due to me the price to the books and publications etc. which may be lost on demand by and to not take any payment due to me on the termination in connection with the Department without obtaining "NO DEMAND CERTIFICATE" from the Library.

I also Certify that the above information given by me is correct.

Signature of the Applicant

Dated :-

Verified by :-

SO (Admn.)/ AO/ SPG/ STG/ SEA/ PAO/ TA

Note :- The mentioned officers shall make it sure that the official will not relieved from this Department without being issued "NO DEMAND CERTIFICATE" from the Library.