



Institute of Engineering & Technology, Mathura

Date: -----

To,
The Librarian
GLA University, Mathura

Subject: 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.	Cost of Book
1.			
2.			
3.			

I want to pay the cost of the/these lost book (s) as per rules. Kindly allow me to submit the amount for the same.

Signature: _____

Name: _____

Roll No./ Designation: _____

Branch/ Department: _____

FOR LIBRARY USE

App. No.:-----

Cost of Book(s):-----+Processing Charge:-----**Total Cost to be taken:**-----

Cost Verified by

Fee detail for Lost of book(s): Receipt No. _____ Date: _____ Amount _____

Cost Received by

Assistant Librarian

**Dr. P. M. Gupta
Deputy Librarian**