CENTRAL LIBRARY – OVERDUE CHARGES APPLICATION FORM

1. Member Details

Name	
Enrolment ID/ Employment ID	
Department	
Contact Number	
Email Address	

2. Book Details

Accession Number	
Issue Date	
Due Date	

3. Declaration

I kindly request you to allow me to clear the overdue charges. I apologize for the delay in returning the books and any inconvenience caused to the library.

Signature of Member with Date:

Library Office Use Only

Fine Amount: _____

Signature:
Date: