

Library Dues Clearance for Staff Transfers

01. Name: .....
02. Division: .....
03. Designation: .....
04. Library Membership Number: .....

To be filled by the Library

I hereby certify that the above staff member has \*no dues/ \*the following books as shown below and \*handed over/ \*not handed over the Library membership card to the Library.

(\* delete whichever is inapplicable).

S. No	Title	Accession Number	Fines (Rs.)	Checked by
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....
6.	.....	.....	.....	.....

Date

Librarian

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This section is only for those who have dues to the Library.

Dues cleared on.....

Date

Head/ Reader Services