



Book Requisition Form

Book Requisition No. _____
(to be filled by Central Library)

Date: _____

Name of the Department	Total Titles required	Total Copies required	Approximate Amount without any Discount (i.e. at MRP)

It is to certify that the requirement of above books has been deliberated in the Departmental Library Committee and the Committee has recommended to procure these books. Copy of minutes of the meeting along with Books Recommendation Form is enclosed herewith. The Softcopy of the Books Recommendation Form is submitted to the Central Library at library@nith.ac.in. (The Minutes of Departmental Library Committee is not required from Sections).

OIC (DL) / Indenter

HOD / HOC / HOS

Total Titles Approved by ICLC	Total Copies Approved by ICLC	Approximate Cost of the Books after Discount

It is to certify that the price of the Books has been verified with the respective publisher/vendor. The case has been presented before the Institute Central Library Committee (ICLC), which recommended the procurement of the books. The copy of minutes of ICLC meeting along with details (list) of the Books recommended by the ICLC is also enclosed.

Assistant Librarian

Incharge (Central Library)

Chairman (ICLC)

Availability of Fund

Sanctioned grant under chargeable head	Expenditure till date	Balance available	Funds Available / Not Available

Dealing Assistant

Superintendent

AR (A&A)

