

The Librarian,
SGGSCC,
Pitam Pura,
Delhi.

Subject: Lost of book(s)

Sir,

The under mentioned book(s) issued to me has been lost and I want to replace it. The Replacement copy kindly be accepted.

Signature of Applicant.

Name: _____

Designation/Roll No. _____

Deptt./Class _____

Dated _____

Particulars of Library Book

1. Call No. _____

2. Acc.No. _____

3. Year: _____

4. Due Date _____

5. Price of Binding _____

Author _____

Title _____

Edition _____

Price of Book _____

Fine (if any) _____

Particulars of Replaced Book

1. Author _____

2. Title _____

3. Edition _____ Year _____

LIBRARIAN