**Application for Duplicate Membership Card**

**UNIVERSITY LIBRARY**

*Tamil Nadu Physical Education and Sports University, Chennai*

*From Date:*

*To*

*The Deputy Librarian*

*University Library*

*TNPESU*

*Respected Sir,*

*Sub: Membership Card lost intimation – Request to issue Duplicate*

 *card – Reg.*

*\*\*\*\*\**

 *I wish to bring to your kind notice that, I have lost my Library Membership Card issued to me by the University Library in the campus / outside the campus. Kindly hold my Library Membership Card if someone is misusing my card.*

 *I have understood from the University Library Rules and Regulations that if the Membership Card is lost, I have to pay Rs. 50/- as fine for receiving the Duplicate Membership Card.*

 *As per the rule, I have paid the prescribed fine amount in the University Account dated \_\_\_\_\_\_\_\_\_\_\_\_ and the copy of the Indian Bank Challan is enclosed with this letter. I request you sir, kindly issue me a duplicate membership card to borrow books and to access various resources from University Library.*

 Thanking you.

 Yours sincerely,

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| ***For Office Use Only*** |
| Certified that the amount paid by the above said student/scholar is credited into the University account on Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | Application received on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Duplicate Card prepared on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Duplicate Card Issued on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | Authorized to prepare and Issue Duplicate Membership Card on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
|  |  |  |
| ***Finance Section In charge Counter Signature*** | ***Circulation Section In charge Signature*** | ***Deputy Librarian*** |