Swami Shraddhanand College

(University of Delhi)

Alipur, Delhi-110036

PROFORMA FOR RECOVERY OF LOSS OF LIBRARY DOCUMENT(S)

User Name: _____

Designation: _____

Course/Department: _____

Roll No. (For Students): _____

S. NO.	ACC. NO.	TITLE OF THE DOCUMENT(S)	COST(Rs.)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

TOTAL_____

The above mentioned details of document and amount is checked and the User be allowed to deposit a sum of Rs._____ in the Account Section.

Dealing Assistant

Principal   **Librarian**

Dated

(FOR USE IN ACCOUNT SECTION)

A sum of Rs._____ has been received from the above mentioned library user_____