

To
The Chairman,
LRC, Advisory Committee
JIIT, NOIDA

Sir,

I request you to permit me to get the following book issued from the Reference section of the LRC for one day only.

Title of the book: _____

Author: _____

Accession No. _____

I assure you that it will be return on or before the specified due date.

Borrower

Name: _____

Sign: _____

Department: _____

Date: _____

Recommended Authority:

(Chairman, LRC Advisory Committee)

Vice Chancellor

For Office Use

Accession No.: _____

Issue Date: _____

Due Date: _____

Sign of LRC Staff _____

Actual Return Date: _____

Sign of LRC Staff _____

Please Note:

1. Only one reference book will be issued at a time
2. Reference: book will be issued from Mon-Sat from 4PM to 5PM only and is to be returned in the morning from 10AM to 11AM
3. In case the borrower fails to return the book on the due date , he/she may not be allowed to avail the facility in the future.