

DELHI COLLEGE OF ARTS & COMMERCE
NETAJI NAGAR
NEW DELHI-110023

PROFORMA FOR RECOVERY OF LOSS OF LIBRARY BOOK(S)/JOURNAL(S)

NAME OF THE MEMBER _____

COURSE & YEAR/DEPTT. _____

ROLL NUMBER/DESIG. _____

S.No.	ACC. No.	DETAILS OF THE DOCUMENT (S)	COST (Rs.)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Total _____

The above mentioned amount is checked and the above member be allowed to deposit a sum of Rs _____ in the account section.

Dated _____

Library Assistant

Librarian

ALLOWED

PRINCIPAL

(FOR USE IN ACCOUNT SECTION)

A sum of Rs. _____ has been received from the above noted member on _____

Cashier