

**Rajgad Institute of Management Research and Development,
Dhankawadi, Pune – 43**

LIBRARY

Library Membership Application Form For Staff

To
The Director,
Rajgad Institute of Management Research and Development,
Dhankawadi, Pune – 43

Sir,
I wish to avail the library facility. My particulars are as follows.

Full Name :-----

Designation :-----Department:-----

Appointment Order Details:-Order. No. -----Type of Order: - Permanent / Adhoc

Period From -----to-----

Permanent Address :-----

Local Address :-----

Contact Number:----- Telephone-----Mobile-----

-----Email id :-----

I agree to handle the book/ books with almost care & return then intact before prescribed time limit. I shall also abide by the rules of the library.

Yours faithfully

(Signature of the Staff)

Four books at a time for a maximum period of fifteen days shall be issued to permanent staff member & two books will be issued to the Adhoc staff member.

Remarks from library.

Previous Member No. -----Year-----Dues if any-----

Librarian's Signature

Recommendations

Director's Signature

Library

Amount deposited Receipt No. -----Dated -----Library Member Number-----