

Library Card No. _____

FOR STUDENTS ₹ 1010/-



The Institute of Chartered Accountants of India

EASTERN INDIA REGIONAL COUNCIL LIBRARY

ICAI BHAWAN, 7, ANANDILAL PODDAR SARANI (Russell Street), KOLKATA-700 071

LIBRARY PHONE NOS. 30211103, 30211105

LIBRARY ENROLMENT FOR FINAL / INTERMEDIATE STUDENTS

I request you to admit me as a STUDENT MEMBER of the Eastern India Regional Council's Library and I agree to abide by its rules.

I am enclosing herewith a Demand Draft / Pay Order No. _____

Date _____ on _____ for ₹ 1010/- drawn in favour

of **(The Institute of Chartered Accountants of India, EIRC.)** My other details are given below :

Name (in block letters) _____

Office Address _____

Residential Address _____

Date of Birth _____ E-mail ID(In block Letters) _____

Telephone No.: Office _____ Mobile _____ Residence _____

Registration No. _____ (enclose Xerox copy of Reg. Letter/)

Identity Card) Date of Completion of training _____

Course Detail : Inter Final

1. Please write your Name & Telephone No. in the reverse of DD / Pay Order.

2. Please come with two stamp Size Photograph at the time of receiving the Card.

Date _____

Signature of the Applicant

(Certified by a Chartered Accountant)

Certified that the particulars as stated above are correct. He / She may be given borrowing facilities from the Library.

Name (Signature) _____

Membership No. _____

Address _____

Seal _____

Received Rs. _____ Ackd. No. Lib./S _____

Date _____

Signature

Dealing Assistant

He may be permitted to borrow books from the Library.

Incharge of Library

Joint Secretary

Received the Borrowing & Reference Card with No. _____

₹ 1000/- Security deposit & ₹ 10/- for Library Card.

Signature of the Receiver

P.T.O

CONDITIONS FOR LOAN

1. Any student, who is registered with ICAI as Intermediate FINAL student, can avail the borrowing reference facilities by depositing a security of ₹1000/- for the period of three years and renewable yearly till he/she clear final exam. **Refund should be claimed within one year of expiry of Library Ticket**, failing which amount will be forfeited to the Institute.
2. Each Student shall be allowed to borrow one book at a time for a period of **Two Weeks**. The book may be re-issued for a further period of two weeks provided (a) renewal application is made to the Librarian two days in advance and (b) no other member has applied for the same book.
3. Books, shall not in any case be, retained by the Borrower for more than four weeks from the date it was first issued.
4. Journals, Reports, Encyclopedias, Dictionaries, Handbooks, Pamphlets. Books in constant use Institute's publication, E-resources and such other books as are marked: **NOT IN LOAN: & REFERENCE** :Will not be lent out.
5. Books on loan can be recalled at any time.
6. No personal belongings are allowed inside the library including electronic, items.
7. Each Student shall make his/her own arrangements for the carriage of books to and from the Library and shall be responsible for the care and return of the books to the Library. In case a book is lost by him/her, he/she will be required to replace it or pay such replacement value to the Library as will be fixed by the Secretary. If it is a particular volume of a set, the Student concerned shall be liable to replace the whole set.
8. Each Student shall satisfy himself/herself before leaving the Library that the book is in good condition and if not, the matter should be brought to the notice of the Librarian then and there, The Student will otherwise be held responsible for the replacement of the book by a new copy. Students are requested not to write upon any thing inside/outside the books.
9. Loss of Borrower's Ticket should be reported to the-Librarian immediately in writing along with FIR. Duplicate Ticket will be issued after one month of intimation and on payment of ₹ 50/-.
10. A fine of ₹ 2/- will be charged per day if the book is not returned on the due date Books taken on overnight - basis should be returned the next day before 10.30 a.m. otherwise a fine of 10/- per day will be charged. If the book is still not returned, the library security deposit will be forfeited and the Student will be debarred from the Membership of the Library. The cost of the book minus the Security Deposit forfeited will be recovered from the Student concerned.
11. The Librarian has been authorized to refuse the loan of books to members who do not, comply with the rules stated above or persistently retain the books beyond the loan period.

Note : Please deposit this application form along with demand draft at the reception counter/library of the institute, Enclose two passport size photographs and Xerox copy of registration letter at the time of submission of the application form.

(Signature)