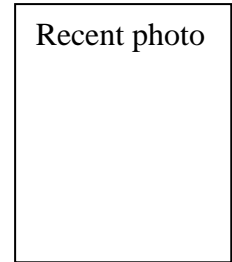


 <p>Operational Control Procedure</p>	<h1>Library Services</h1>	<p>ADIT /OCP/07-01 Issue Date: 15-02-2016 Revised date: 30-8-2018</p>
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A D PATEL INSTITUTE OF TECHNOLOGY
NEW VALLABH VIDHYANAGAR
LIBRARY



DUPLICATE I CARD/LIB. TICKETS APPROVAL FORM
(STUDENT)

To,
The Principal,
ADIT

Sub: Application for Duplicate I-Card/Lib. Tickets

Respected Sir,

I am a student of the _____ dept. I have lost my I-Card / Lib. Ticket(s). So please issue me duplicate I-Card / Lib. Ticket(s), my personal details are as following

Name :(in full):-	
Enrollment No:-	Academic Year:-
E-mail:-	Semester :-
Ph. No:-	Mobile No:-

Reason

- Change of Permanent Address
- Damage I Card/Lib Tickets
- Change of Surname
- I Card/Lib Ticket(s) Missing

So, I request to issue new duplicate I-Card / Lib. Ticket(s)

Student Sign

Prof. I/c Library

Principal

FOR OFFICE USE ONLY (Sr. No. _____)	
Received Rs. _____/-	Vide Receipt No. _____ dated _____
Towards fine amount for the above.	Library Receiver Sign: _____

Prepared By: Dr. Pravin R Prajapati Date 15-02-2016	Approved By: Dr. R. K. Jain Date 15-02-2016	Issued By: Dr. A. S. Kulkarni Date 15-02-2016
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