

Suggestions by members for procuring new books for Secretariat Library

(Indent form)

1. Name of the Member :

2. Designation :

3. Department/section :

4. Membership No. of
Secretariat Library :

5. Details of the book

Title : _____

Author : _____

Publisher : _____

Year of publication: _____

Note:

- The books which are already available in the library shall not be procured.
- Request for procurement of Text books will not be considered.
- Request for e-books can not be considered

Signature:

Date: