

**NITI AAYOG
(LIBRARY)
APPLICATION FOR MEMBERSHIP**

NAME (IN BLOCK LETTERS):-

ROOM No. & TEL. No.

DESIGNATION:-

MOBILE No./RES. No.

BRANCH/DIVISION:-

EMAIL ID:-

RESIDENTIAL ADDRESS:-

I have gone through the rules of the Library and agree to abide by these. I also authorized the U.S. (accounts) DDO/P&AO/Chairman, Library Committee to deduct from my salary the amount due from me, the price of books/journals etc., which may be lost or damaged by me. I also authorized the above mentioned officers not to make any payment due to me on the termination of my connection with the NITI Aayog/PEO/NIC (only for sitting in NITI Aayog) without obtaining a "No Demand Certificate" from the NITI Aayog Library.

SIGNATURE WITH DATE

Certified that Sh./Smt. -----

Working as ----- in the NITI Aayog/PEO/NIC. He/She may be enrolled as member of the Library. A copy of the membership form of the application has been kept in his/her personal file for record.

(Section Officer)

Admn. Branch

Diary No.:

Date:

FOR USE IN THE LIBRARY ONLY

Diary No.:

Date:

LIA (Ref. Counter)

(KUMAR SANJAY)

Director (Library)

**NITI AAYOG
(LIBRARY)
MEMBERSHIP RULES**

1. Books may be returned for a period not exceeding 21 days by members. When book is required for a longer time then books should be renewed.
2. Notices of reminder for the return of books etc. are usually sent as soon as they are due.
3. Dictionaries, maps and other books required for constant reference can be borrowed by the Head of Division/Section for a longer duration provide that such documents are constantly required by Officer concerned in his day to day work.
4. Latest issues of periodicals/magazines will not be issued and may be consulted in the reading Room of the Library. Back issues may be issues may be issued for two days only but these are likely to be recalled earlier if urgently required in the Library.
5. Borrowers must return books before proceeding a long leave.
6. Dog-earing the pages of a book, making /writing therein with ink or pencil, tearing/taking out pages or otherwise damaging will constitute an injurious to the book. Any such injury at the time of borrowing the book. He/she shall be required to replace the book or pay the price.
7. **Director (Library)** has discretionary power refusing to lend any document.

Signature of User