



CENTRAL COUNCIL LIBRARY

FORM FOR ENROLMENT FOR CHARTERED ACCOUNTANT

I request you to admit me a member of the Institute's Library. I agree and abide by its rules mentioned overleaf. I tender herewith a sum of Rs.500/- in Cash/Cheque/Demand Draft/I.P.O No. _____ dated _____ as Library Security Deposit, in favour of Secretary, ICAI, New Delhi. Other details are given below:-

1. Name in Block Letters _____
2. Residential Address _____

3. Office Address _____

4. Telephone No. Residence _____ Office _____
E-Mail _____
5. Membership No. _____
6. Specimen Signatures _____
Date _____

Yours faithfully

(Signature)

PART I (FOR OFFICE USE ONLY)

He may be permitted to borrow books from the Library.

Received the borrowers Ticket.

Signature of the Member _____

(LIBRARIAN)

PART II (TO BE FILLED IN BY ACCOUNTS DEPARTMENT)

Received Rs.500/- in cash, Vide GM No. _____ from

Shri _____ Membership No. _____

Signature of Cashier _____

S.O.(Accounts)

CONDITIONS FOR LOAN

1. A Chartered Accountant willing to avail the borrowing facilities shall be required to make a security deposit of Rs.500/- for three years, which will be refunded when he ceases to be a member of the Library and has cleared all his dues. Refund should be claimed within one year of expiry of Library Ticket, failing which amount may be forfeited to the Institute.
2. Each Member shall be allowed to borrow one book at a time for a period of **FOURTEEN DAYS**. The book may be re-issued for a further period of 14 days provided (a) renewal application is made to the Librarian two days in advance and (b) no other member as 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 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. Borrowing the loan of a book must be made by the Member only. No Member can borrow books outside the Library without proper Library Membership. Photocopying will be available only for Journals and Articles, solely on the discretion of the Librarian. No Paperback (Soft cover) are allowed for photocopying.
7. Each Member shall make his 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, he will be required to replace it or pay such replacement value to the Library as will be fixed by the Secretary. It is a particular volume of a set, the Member concerned shall be liable to replace the whole set.
8. Each Member shall satisfy himself 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. The Member will otherwise be held responsible for the replacement of the book by a new copy. Members are requested not to write upon any thing inside the books.
9. Loss of Borrower's Ticket should be reported to the Librarian immediately in writing. Duplicate Ticket will be issued after one month of intimation on payment of Rs.10/-
10. A fine of Rs.1/- 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 Rs.10/- per day will be charged.
11. If the book is still not returned, the library security deposit will be forfeited and the Member will be debarred from the Membership of the Library. The cost of the book minus the Security Deposit forfeited will be recovered from the Member concerned.
12. 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:

BRING IDENTITY CARD ISSUED BY THE INSTITUTE FOR ISSUE OF LIBRARY TICKET AND WHEN AVAILING BORROWING FACILITIES.

(Signature)
