



The Institute of Chartered Accountants of India
[Set up by an Act of Parliament]
'ICAI Bhawan', Indraprastha Marg,
New Delhi – 110 002.
Phone: 39893989(EPABX), 23370154, 30110419
Website: www.icaai.org; E-mail: library@icaai.org

CENTRAL COUNCIL LIBRARY

I request you to admit me as a Student Member of the Institute's Library and I agree to abide by its rules mentioned overhead.

I am enclosing herewith a Demand Draft/Postal Order No. _____ Dated _____ for Rs.500/- drawn in favour of the Secretary, The Institute of Chartered Accountants of India, New Delhi, as Library Security Deposit.

Name in Block Letters _____

Office Address _____

Residential Address _____

Permanent Address _____

Telephone No. Office _____ Residential _____

Student Registration No. _____ Dated _____

Date of Registration/Commencement/ Completion of Training _____

Specimen Signature _____

Dated _____

Yours faithfully,

Old Library Ticket No, if any, _____

(Signature)

FOR OFFICE USE ONLY

1. Verified that Shri _____ is a registered Student for PE-II with
Registration No. _____ of the Institute.

2. His Registration as PE-II/Articled/Audit Clerkship completed on _____.

He may be permitted to borrow books from the Library.

(Librarian)

Received the Borrower's & Reader's Ticket.

(Signature)

RENEWAL-1

RENEWAL-2

RENEWAL-3

P.T.O.

CONDITIONS FOR LOAN

1. Any Student who is registered with ICAI as PE-II Student can avail of the Borrowing/Reference Facilities by depositing a security of Rs.500/- for the period of one year from the date of his Registration, Renewable (a) every year till he qualifies PE II Examination (b) and for three years after he joins as an Articled Clerk.
2. Refund of Security Deposit should be claimed within one year of expiry of Library Borrowers Ticket, failing which amount may be forfeited to the Institute.
3. Each Student shall be allowed to borrow only one book at a time from the Students section of the Library for a period of one week. It can be extended for one more week provided no other student has applied for the same book. BOOKS SHALL NOT IN ANY CASE BE RETAINED BY THE BORROWER FOR MORE THAN A FORTNIGHT FROM THE DATE IT WAS FIRST ISSUED.
4. Books on loan can be recalled at any time.
5. Application for the loan of a book must be made by the Student personally.
6. A fine of Rs.1/- will be charged per day if the book is not returned on the due date.
- 6a. Books borrowed for Reference in the Reading Room should be returned before leaving the Library. Otherwise a fine of Rs.10/- per day will be charged. Books borrowed on overnight – basis, should be returned before 10.30 a.m. next day otherwise a fine of Rs.10/- per day will be charged.
7. Each student 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 Student will otherwise be held responsible for the replacement of the book by a new copy. If a volume of a set is damaged, the complete set may be replaced by a new set. In case of such books as are not available the student shall be liable to pay such replacement value to the Library as fixed by the Secretary. Students are requested not to write upon anything inside the books.
8. Loss of Borrower's Ticket should be reported to the Librarian in writing immediately alongwith a FIR. Duplicate Ticket will be issued after one month of intimation. A payment of Rs.10/- shall be charged for per Duplicate Ticket.
9. Any Changes in Employment/Address should be communicated to the Library immediately. Proper residence proof to be submitted by students at the time of applying for Library Membership.
10. If the book is not returned after two reminders the Librarian might issue a warning to the Student about the possibilities of disciplinary action being taken against him.
11. If the book is still not returned, the Library Security Deposit will be forfeited and the student will be debarred from membership of the Library. The cost of book minus Security Deposit will be recovered from the Student.
12. No "REFERENCE BOOKS", "BOOKS NOT ON LOAN" & "BOUND VOLS. OF JOURNALS" will be allowed outside the Library.
13. The Librarian has been authorized to refuse the loan of books to students who do not comply with the above rules or persistently keep the books beyond the loan period.

NOTE: Deposit this Application form alongwith Demand Draft/Postal Order at the Reception Counter of the Institute. BRING TWO PASSPORT SIZE PHOTOGRAPHS AND REGISTRATION LETTER (ORIGINAL)/PE-II CERTIFICATE (ORIGINAL)/TRAINING COMPLETION CERTIFICATE(ORIGINAL) AT THE TIME OF ISSUE OF THE LIBRARY TICKET.(Tuesday to Friday between 10.00 a.m to 11.00 a.m.)

(SIGNATURE)

