



UNIVERSITY LIBRARY

Tamil Nadu Physical Education and Sports University

Melakottaiyur Post, Chennai - 600 127

Website: <https://library.tnpesu.org> Email: librarytnpesu@yahoo.com

Application for Duplicate Library Membership Card

From

Date:

To
The Deputy Librarian
University Library
TNPSU

Respected Sir,

Sub: Membership card lost intimation – Fine paid - Request to issue
duplicate card – Reg.

I would like to inform you that I have lost my library membership card issued to me by the University Library, whether on the campus or off-campus. Kindly hold my library membership card if someone is misusing it.

I have understood from the University Library rules and regulations that if the membership card is lost, I have to pay Rs. 50/- as a fine for receiving a duplicate membership card.

I have paid the prescribed fine amount in the university account through UPI mode on: _____ and the transaction reference number is _____. Sir, I request you to please issue me a duplicate membership card to borrow books from the university library.

Thanking you.

Yours sincerely,

For Library Office Use Only

It is confirmed that the fine amount Rs.50/- paid by the student/scholar mentioned above along with the UPI reference number deposited in the university account on Date_____.	Application received on_____. Duplicate Card prepared on_____. Duplicate Card Issued on_____.	Authorized to prepare and Issue Duplicate Membership Card on_____.
<i>Fine Collection In charge Signature</i>	<i>Circulation Section In charge Signature</i>	<i>Deputy Librarian</i>