



UNIVERSITY LIBRARY

Tamil Nadu Physical Education and Sports University

Melakottaiyur Post, Chennai - 600 127

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

Application Form for Loss of Library Book

From

Date:

Name :

BOID :

Course/Department :

To

The Deputy Librarian

University Library

TNPESU

Chennai – 127.

Respected Sir,

Sub: Replacement of lost/Damaged book

I have borrowed the entitled book(s) from our University Library upon my card. I hereby bring to your kind information that I have lost the library book(s) entitled below.

S. No.	Title	Accession Number	Year	Actual Cost	Due Date	Intimation Date

I will abide by the University Library Rules & Regulations and am ready to pay the fine amount for the above said reason. Kindly take necessary action.

Thanking you.

Yours sincerely,

FOR THE UNIVERSITY LIBRARY OFFICE USE ONLY

If a student/scholar loses borrowed book and if the book is not available for purchase in the market, the fine amount to be collected should be as follows:

S. No.	Fine Applicable
1	Actual cost multiplied by two (i.e Rs.475 x 2 = 950)
2	Handling charges maximum Rs.100
3	Overdue charges as prescribed by circulation section.

Calculation Table:

S. No.	Charges	Fine Amount in Rupees
1	Actual Cost	
2	Fine Amount	
3	Handling Charges	
4	Overdue Fine	
Grand Total		

The fine amount of Rs._____-/- prescribed has been paid by the student/scholar through UPI mode on :_____ transaction reference number:_____.

Circulation Section

Acquisition Section

Deputy Librarian