

CENTRAL LIBRARY

INDIAN INSTITUTE OF TECHNOLOGY (ISM) DHANBAD

(Proforma for Requesting "No Dues" Clearance)

To
The Librarian

Sir/Madam,
I, (Name in capital letter).....S/O D/O Sh. / Smt.....
have returned all the library books issued to me and deposited all the dues/fine, if any, standing in my name till date in the library records.

Therefore, you are requested to accord NO-DUES CLEARANCE from the Central Library.

Thanking You.

Date : Yours Sincerely,
Admission No. :
Contact No. : Name:
Email ID :
Reason for leaving: Class.....Session

(For Library Office Use Only)

Library Membership Card :...Received / Not Received

Library Fine (If Any) :...Received / Not Received

(Section-in-Charge)

(Asst. Librarian/Dy. Librarian/Librarian)