

**PLANNING COMMISSION  
( LIBRARY)  
APPLICATION FOR MEMBERSHIP**

**NAME ( IN BLOCK LETTERS):--**

**DESIGNATION:--**

**BRANCH/DIVISION:-**

**MOBILE/RES. NO.:-**

**ROOM NO.& TEL. NO.**

**RESIDENTIAL ADDRESS:--**

**EMAIL ID:-**

I have gone through the rules of the Library and agree to abide by these. I also authorized the U.S. (accounts) DDO/P&AO /Chairman, Library Committee to deduct from my salary the amount due from me, the price of books/journals etc., which may be lost or damaged by me. I also authorized the above mentioned officers not to make any payment due to me on the termination of my connection

With the Planning Commission / PEO/NIC (only for sitting in Yojana Bhavan without obtaining a "No Demand Certificate" from the Planning Commission Library.

**SIGNATURE WITH DATE**

Certified that Sh./Smt.-----

Working as-----in the Planning Commission /PEO/NIC. He /She may

Be enrolled as member of the Library. A copy of the membership form of the application has been kept in his/her personal file for record.

**( Section Officer)  
Admn. Branch**

**Diary No:**

**Date:**

**FOR USE IN THE LIBRARY ONLY**

**Diary No.:**

**Date**

**SLIA(Ref. Counter)**

**( KUMAR SANJAY)  
C.L.D.O.**

( )

**PLANNING COMMISSION LIBRARY**  
**RULES**

1. Books may be returned for a period not exceeding 21 days by members. When a book is required for a longer time the books should be renewed.
2. Notices of reminder for the return of books etc. are usually sent as soon as they are due.
3. Dictionaries, maps and other books required for constant reference can be borrowed by the Head of Division/section for a longer duration provide that such documents are constantly required by the Officer concerned in his day to day work.
4. Latest issues of periodicals/magazines will not be issued and may be consulted in the Reading Room of the Library. Back issues may be issued for two days only but these are likely to be recalled earlier if urgently required in the Library.
5. Borrowers must return books before proceeding a long leave.
6. Dog-eared the pages of a book , making /writing therein with ink or pencil, tearing /taking out Pages or otherwise damaging will constitute an injurious to the book. Any such injury to a book is a serious offense. Unless the borrower point out the injury at the time of borrowing the book. He /she shall be required to replace the book or pay the price.
7. The Chief Librarian-cum-Documentation Officer has discretionary powers refusing to lend any document.

**SIGNATURE OF USER**