

CENTRAL LIBRARY

MANIT, BHOPAL

Important Note

Dated: 15 / 04 / 2019

Subject: Deposition of Overdue charges, Cost of Lost Library Cards and Lost / Damaged Books.

As directed by Institute Administration, the amount for the items mentioned in subject line will be deposited in the SBI Account of Director, MANIT, directly through SBI Collect App by the concerned library subscriber here onwards. Incharge, Circulation division, and the Incharge, Book Bank, are instructed to kindly verify that the amount has been deposited in the respective head and a proper record to be maintained for the same. The records should be produced by Incharge, Circulation Division and Incharge, Book Bank, as and when asked for audit / official purposes.

Send for kind information, circulation and official records.

Pankaj Kumar Sharma

Incharge Librarian

Copy to:

1. Students' council
2. Incharge, Circulation Division
3. Incharge, Book Bank
3. AR (Accounts)
4. All Heads, with a request to display on Departmental Notice Board
5. Chairman, Library Committee
6. Registrar, for kind information
7. All Deans
8. Hon. Director, for kind information