



**NIEPA LIBRARY MEMBERSHIP FORM  
(Retired Faculty)**

Name (Block Letter) \_\_\_\_\_

Designation \_\_\_\_\_

University Employment ID No. \_\_\_\_\_

Date of Retirement \_\_\_\_\_

Local Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Mobile No. \_\_\_\_\_ Tel. No. (Res.) \_\_\_\_\_

E-mail \_\_\_\_\_

Payment Details:

Bank Name \_\_\_\_\_ DD/Cheque No. \_\_\_\_\_ Dated \_\_\_\_\_

Paste your  
recent  
passport size  
photograph

(Signature of Applicant)

**(Note: Please read the Library Rules carefully on the back side of this form)**

**(For Office Use Only)**

Membership ID No. \_\_\_\_\_

Remarks, If any \_\_\_\_\_

(Signature of Librarian)

*Forwarded to: Finance Officer / Section Officer (Account)*

## **Rules & Regulations for Membership** **(Retired Faculty)**

1. Interested retired teachers, who are on payroll of NIEPA as pensioners and engaged in academic work, may be granted membership on one-time payment of Rs. 5,000/- as Library Security Deposit (refundable).
2. The Payment for membership should be made by Demand Draft/Cheque, drawn in favour of Registrar, NIEPA, New Delhi.
3. The members will be entitled to borrow maximum two books at a time for a period of 15 days with consultation facility in the library.
4. Journals, bound volumes, loose issues of journals and the latest available issue of the magazines are to be referred within library premises and are not available for issuing out.
5. All members are also entitled to access e-resources through VPN.
6. The application form for the library membership can be obtained from the circulation desk of the first floor library or Librarian.
7. The members shall inform the library about any change in their contact address, mobile number and e-mail ID or status, during the period of their membership.
8. A book lost or damaged in any way by a member shall have to be replaced by him/her. If a book is not replaced or returned after a due noticed is served, such compensation there for as may be determined by the Library shall be deducted from the member's deposit.