

APPLICATION FORM FOR INSTITUTIONAL MEMBERSHIP

TO,

The Director,  
National Medical Library  
Directorate General of Health Services  
Ansari Nagar, Ring Road  
New Delhi-110029

Sir/ Madam,

I may kindly be enrolled as a member of the National Medical Library. I have read the rules and regulations (as mentioned at page no. 2) applicable in this behalf and agree to abide myself with them. I authorize.....Hospital/ College to deduct from my salary/stipend/security deposit towards the cost of Publications of the Library damaged by me and also not make any payment due to me on the termination of my connection with said office without obtaining "NO DEMAND CERTIFICATE" from National Medical Library.

1. Name (in Block Letters).....Designation.....
2. Date of Joining..... Date of retirement/ Completion of Course.....
3. Office Address..... Pin Code.....
4. Residential Address..... Pin Code.....
5. E-Mail.....
6. Telephone No. (Office)..... Extn..... Fax No.....
7. Telephone No. (Residential)..... Mobile No.....

Date.....

Signature.....

Personal File No. ....

The above particulars filled by the applicant are correct. He/ She may be enrolled as a member of the National Medical Library. This office undertakes the responsibility of recovering over dues/lost/damaged Publications from his/ her resignation/transfer/discontinuation, he/ she will not be relieved without obtaining "NO DEMAND CERTIFICATE" from the National Medical Library and no final payment will be made to him/ her unless this clearance is obtained.

Certified that a copy of this application has been kept in the service/ Institution record of the applicant maintained in this office.

Date.....

Signature.....  
(Name in Block Letters .....  
with Official Stamp of Forwarding Authority)

Rules and Regulation's:

1. Only one Borrower card will be issued to a member.
2. Books may be retained for a period not exceeding 14 days by members.
3. Book may be renewed on request at the discretion of the Librarian.
4. Dog-eared the papers of a book, marking or writing therein with ink or pencil, tearing or taking out its pages or otherwise damaging it, will constitute an injury to a book.
5. Any such injury to a book is a serious offence: Unless a borrower points out the injury at the time of borrowing the book or pays its price.
6. A sum of Rupees five will be charged for the loss of this card.
7. Library will not be responsible for misuse of this card.

NOTE:-

- i) To be signed by the officer authorized to forward this application and whose Specimen signatures have been forwarded to the National Medical Library, New Delhi.
- ii) Application will be cancelled if the applicant fails to collect this Borrower's Card within one Month of the above date.
- iii) Borrower's Cards are issued during 10.00 A.M. to 5.00 P.M. on week days (Monday-Friday) only.
- iv) Non-Faculty Members are required to submit the self attested copy of his/her Medical Registration certificate and Identity Card.