



**Duplicate Card Form**  
**ID cum Library Membership for Employees**  
**FORE School of Management**

'Adhitam Kendra' B – 18, Qutub Institutional Area,  
New Delhi -110016

Please paste your  
recent Passport size  
Photograph here

**Please**  **mark:** Regular Faculty / Adjunct Faculty / Staff Member

Employee ID No. \_\_\_\_\_

ID cum Library Membership No. \_\_\_\_\_

Date / / \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_ Area (for faculty)/Office (for staff) \_\_\_\_\_

I have lost/ misplaced my ID cum Library Membership Card on dated \_\_\_\_/\_\_\_\_/\_\_\_\_ and lodged a  
FIR\*, No. \_\_\_\_\_ dated \_\_\_\_/\_\_\_\_/\_\_\_\_.

Request you to issue me the Duplicate ID cum Library Membership Card. I undertake the responsibility of  
any misuse of the lost card.

The requisite fee\* of Rs. \_\_\_\_/ vide receipt no. \_\_\_\_\_ dated \_\_\_\_/\_\_\_\_/\_\_\_\_ is deposited.

(\*please enclose the copy)

Signature of the Applicant

Signature of Senior Manager (Academic Services)

Signature of Chair (Academic Services)

Signature of Library Staff

Signature of Librarian

Duplicate Card First / Second / Third \_\_\_\_\_, Library Membership No. \_\_\_\_\_ received by the  
applicant.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_