



**Duplicate Card Form**  
**Library Membership for Visiting Faculty**  
**FORE School of Management**

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

ID \_\_\_\_\_ Library Membership No. \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_ Area \_\_\_\_\_

Programme \_\_\_\_\_ Subject \_\_\_\_\_ Section \_\_\_\_\_

I have lost/ misplaced my Library Membership Card on dated \_\_\_\_/\_\_\_\_/\_\_\_\_ and lodged a FIR\* ,  
No. \_\_\_\_\_ dated \_\_\_\_/\_\_\_\_/\_\_\_\_. (please enclose the copy)

Request you to issue me the Duplicate 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 Dean (Academic Services)

Signature of Library Staff

Signature of Librarian

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

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

Signature \_\_\_\_\_