



Prahladrai Dalmia Lions College of Commerce & Economics

ISO 9001:2015 Certified

Ref. No.: _____

Date: 28/09/2022

Procedure for duplicate Libray card

If any Student loses Library cards issued from the Library. Following Steps to be followed.

1. Write an application stating that Library card is lost and Take Signature of Librarian.
2. Pay Rs.200/- charges for duplicate Library card at cash counter in office.
3. Show the receipt in the Library and get duplicate library card.

S/Shah

Mrs. Shital Shah
Librarian

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DI/N-STD/Gen/00

Dr. Kiran H. Mane

Dr. Kiran H. Mane
I/C PRINCIPAL