Library
Indian Statistical Institute
Kolkata

Application for Withdrawal of Library Membership and Refund of Security Deposit

Chief Librarian

I request you to kindly cancel my membership of the ISI Library, Kolkata with immediate effect and refund the Library Security Deposit.

Bank Transfer Mandate Form

1. Membership Type	ISI Student/Research Scholar/ Ordinary/Life/External Members
2. Name of the beneficiary	
3. Address	
4. Mobile No	
5. Email	

6. Particular of the beneficiary's Bank Account

6.1. Bank Name	
6.2. Address	
6.3.RTGS/NEFT/IFSC Code	6.4 MICR
6.5 Account Type: SB Account Current	6.6 Account Number

1. I have/have not attached my Library Card
2. I have attached/have lost the original fee receipt containing the amount of Security Deposit paid for the Library Membership

[Strikeout whichever is not applicable]

I, hereby authorize the Institute to deduct any amount dues due to loss/damage/mishandling of Library documents and/or non-payment of library fine etc from the Security Deposit.

I, hereby declare that the particulars given above are correct and complete. If the transaction is inappropriate at all for the reasons of incomplete or incorrect banking information, I would not hold the Institute responsible.

Signature of the Member

Date

For Office Use

1. This is to certify that the following amount was deposited as Security Deposit

Receipt No	Receipt Date	Amount

2. This is to confirm that the above named member has no outstanding item(s) or fines, and has a clear library account. Library Security Deposit Rs_____ may be refunded

3. This is to confirm that the above named member has following dues, which may be deducted from the Security Deposit.

Library Fines	
Loss/damage/mishandling of Library documents	

The remaining amount Rs._____ may be refunded.

_____
Checked & Issued by
Circulation Unit

Date:

_____
Chief/Deputy Librarian

Date: