NIT UTTARAKHAND
LIBRARY AND INFORMATION CENTRE
Recommendation Form for the Non-Teaching (Administrative Staff/ Departmental Staff)

I _____recommend following Books for purchase in the library for UG/PG/Research purpose.

Sr. No.	Title	Author/Editor (if required)	Publisher	No. of Copies	Need/Justification (Specify in detail)	Tentative Cost (Rs)

Name   :   Signature (with Date):

Designation   :

Department   :

Broad Area of the Book/s (Recommended): Science/Humanities/Civil Engg./Mechanical Engg./Electrical Engg./Electronics Engg./Computer Science/Any other (Please mention):_____

Sign of HOD/Section Head: _____

Date: _____

Remarks of Assistant Librarian:_____   (Signature)   _____
_____   **Assistant Librarian**

Date: _____

Submitted to Library Committee for Approval:

Approved/Not Approved: _____

Comments:_____

Sign of Chairman (Library Committee):_____

Date: _____

[Note: The recommended Title (book) should not be available in the library in any format (i.e. printed or electronic form) to avoid duplication. The staff member can search already available Title in the library on the Web-OPAC by visiting the library page on NIT, Uttarakhand Website. The list of E-books is also available on the website.]