

Central Library

Date

REQUISITION FORM FOR THE LIBRARY – **JOURNAL & MAGAZINE**

Please route this Performa as: Requisitioner – Dean/HOD – Central Library

Sr. No.	Journal / Magazine Title	Periodicity	Publisher	Approx cost	In case of	Program	Print /	UGC	Remarks
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					kindly write			Yes / No	
					last				
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For Office Use	only (Library)								

Date:_____

Note: Central library will raise online Indent for further approval and PO

Department Library

Chairman Library Committee__

Date