



Duplicate Card Form
ID cum Library Membership for Employees
FORE School of Management

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

Please paste your
recent Passport size
Photograph here

Please mark: Regular Faculty / Adjunct Faculty / Staff Member

Employee ID No. _____

ID cum Library Membership No. _____

Date ____/____/____

Name _____

Designation _____ Area (for faculty)/Office (for staff) _____

I have lost/ misplaced my ID cum Library Membership Card on dated ____/____/____ and lodged a
FIR*, No. _____ dated ____/____/____.

Request you to issue me the Duplicate ID cum 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 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 _____