

**SANKALCHAND PATEL COLLEGE OF ENGINEERING, VISNAGAR – 384 315**

Website: [www.spcevng.ac.in](http://www.spcevng.ac.in) , Email: [spce99@yahoo.com](mailto:spce99@yahoo.com)

SPCE/Library/NDC/\_\_\_\_\_

Date: \_\_\_\_\_

**Application for Library 'NO DUES CERTIFICATE'**

Name (in Capital Letters): \_\_\_\_\_

Branch: \_\_\_\_\_ Semester: \_\_\_\_\_ Library I.D. No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Contact No: \_\_\_\_\_

To,  
The Librarian,  
S. P. C. E, Visnagar.

**Subject:** To issue a **Library 'NO DUES CERTIFICATE'**.

Respected Sir,

I was a student of B.E. (EC/CE/IT/EE/ME/Civil) since \_\_\_\_\_. I was the user of the College Library Facility. Now I have completed my study and returned all the Books, CDs, DVDs, Magazine/s, and Journal/s etc. and cleared all Library Dues. I humbly request you to kindly issue me the Library 'NO DUES CERTIFICATE'.

Thanking you,

Sincerely Yours,

Encl:

1. Original copy of Library Deposit Receipt attached with A/c office copy.
2. Original Library Ticket attached with library office copy.

**Note:** Application to be submitted in two copies (A/c office copy and library office copy).

Approved by:

Remarks of Head of the Department: \_\_\_\_\_

Librarian: \_\_\_\_\_

Prof.-Incharge (Library): \_\_\_\_\_

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**Library 'NO DUES CERTIFICATE'**

SPCE/Library/NDC/\_\_\_\_\_

Date: \_\_\_\_\_

Mr./Miss. \_\_\_\_\_, semester \_\_\_\_\_ is a student of B.E. (EC /CE /IT /EE /ME/ CIVIL) with Library I.D. No: \_\_\_\_\_. He/she has cleared all Library Dues. His/her membership is now being cancelled as he/she is leaving the College.

Librarian: \_\_\_\_\_