

TELECOMMUNICATIONS ENGINEERING CENTRE LIBRARY

APPLICATION FORM FOR ENROLMENT OF MEMBERS  
FOR OFFICERS OF DoT AND PSUs UNDER DoT

1. Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Division/Group : \_\_\_\_\_
4. Office Address : \_\_\_\_\_  
\_\_\_\_\_
5. Residential Address : \_\_\_\_\_  
\_\_\_\_\_
6. Telephone No. : A. OFFICE \_\_\_\_\_  
B. RESIDENCE \_\_\_\_\_  
C. MOBILE \_\_\_\_\_
7. Email Address : \_\_\_\_\_
8. Official Status (Whether Temporary/Permanent/Ad-hoc/Training/Deputation) \_\_\_\_\_
9. Identify Card No. : \_\_\_\_\_ (Please attach Photocopy)
10. Name & Designation of Controlling Authority: \_\_\_\_\_  
\_\_\_\_\_

Certified that the information submitted in column 1 to 9 above is correct and true to the best of my knowledge and belief. I hereby agree to the terms and conditions given overleaf and authorize Telecommunications Engineering Centre Library to recover the cost of the book(s) issued to me in case of default failure to return the book(s) timely.

Dated: at New Delhi, the \_\_\_\_\_

\_\_\_\_\_  
Signature of the Applicant  
with Rubber Stamp

11. Recommendations of the Controlling Authority (Not below the rank of Director) of the Applicant (Applicants of the Rank of Director and above may themselves recommend their applications):  
\_\_\_\_\_

Dated: at New Delhi, the \_\_\_\_\_

\_\_\_\_\_  
Signatures of the Controlling Authority  
with Rubber Stamp

12. Enroll/Reject

Director (Admn.)/DDG (Adm<sup>n</sup>)

Asstt. Director General (Libray/Doc<sup>n</sup>.)

TERMS AND CONDITIONS FOR MEMBERSHIP OF TEC LIBRARY

1. NUMBER OF CARDS TO BE ISSUED TO MEMBERS SHALL BE RESTRICTED TO TWO ONLY.
2. THE MEMBER SHALL BE PERSONALLY RESPONSIBLE FOR SAFETY OF THE LIBRARY CARDS ISSUED TO HIM. IN CASE OF LOSS, HE SHALL IMMEDIATELY REPORT TO THE ISSUING AUTHORITY.
3. THE BOOK(S) SHALL BE ISSUED FOR A PERIOD NOT EXCEEDING 15 DAYS. IF THE BOOK IS REQUIRED BEYOND 15 DAYS, IT MAY BE GOT REISSUED BY THE MEMBER.
4. THE MEMBER SHALL BE PERSONALLY RESPONSIBLE FOR THE PROPER USE OF THE BOOK (S). THE COST OF BOOK (S) SHALL BE RECOVERED IN CASE OF MUTILATION/ DAMAGE/ LOSS OF THE BOOK (S).
5. IN CASE OF THE TRANSFER/ PROMOTION OF THE MEMBER, HE SHALL INFORM THE TEC LIBRARY AND RETURN THE BOOK (S)/ LIBRARY CARD (S) BEFORE PROCEEDING ON TRANSFER/ NEW POSTING.
6. IN CASE OF DEFAULT/ NON-OBSERVANCE OF TERMS AND CONDITIONS 1 TO 5 ABOVE, COST OF THE BOOK (S) SHALL BE RECOVERED FROM THE SALARY OF THE MEMBER THROUGH HIS DDO/ CONTROLLING AUTHORITY.