

CARD NO:

**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS
CIVIL SERVICE LIBRARY & DOCUMENTATION UNIT**

REGISTRATION/AGREEMENT FORM

I Mr/Miss/Mrs..... NIC No:.....

(Name in Full with Surname in Block Letters)

Paysite Code:.....

Validity:.....

residing at..... Tel No:.....,

and working at Ministry Tel No:.....

Department

Posting

Email:.....

having been authorized to borrow books from the Civil Service Library & Documentation Unit, hereby undertake to return them in good condition and to abide by all rules of the library.

Are you at present following any courses, if yes give details:

YES

NO

Course enrolled for:.....

Part Time/Full Time:.....

Duration:.....

Institution:.....

Should I fail to return in time any book issued to me, I hereby authorize the Secretary for Public Service, Ministry of Public Service, Administrative & Institutional Reforms to take any appropriate administrative measures such as suspension to borrow books from the library after the final reminder, and also to deduct the value of the books plus **50% departmental charge**, with prior notice, from my salary and other benefits/pensions accruing to me.

Date:.....

Signature:.....

Designation:.....

Approved

Date:.....

.....
for Secretary for Public Service