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 Employee No:

 **APPLICATION FOR NEIC MEMBERSHIP**

 NATIONAL ENVIRONMENTAL INFORMATION CENTRE

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1. Full Name with title:
2. Designation:
3. Division / Unit

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1. Contact No :

Mobile:

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Home:

1. E – Mail:

**Membership policy**

* All the CEA permanent staff are eligible for obtaining the NEIC membership.
* To borrowed the library materials, you will need to bring your NEIC membership card.
* Employees who have NEIC membership are allowed to borrow two books for a period of one month. If a member requires the same books to be renewed for a further period of time, he/she is allowed to reissue them for another period.
* Members are required to return books on time. If a book is overdue, a fine of Rs. 2 per day per book will be charged in the first week. After the first week, Rs. 5 per day per book will be charged as a fine.
* If item is damaged or cannot be re-used, the member will be required to pay 10% of the book value to the NEIC. If an item is lost, the member is responsible for paying the book value and 25% of the current market price and any other additional charges as a penalty, as determined by the NEIC.
* If the membership card is lost, Rs. 100/= will be charged for a new membership card.

**I hereby agree to abide by the membership policy of the National Environmental Information Centre.**

 Signature Date

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| **For office use only** Membership Card No: …………………… Issue Date: …. / …. / ………Special Remarks ……………………………………………………………………………. Signature of Library Staff ………………………… Date …. / …. / ……… |