Employee No:

APPLICATION FOR NEIC MEMBERSHIP

NATIONAL ENVIRONMENTAL INFORMATION CENTRE

1. Full Name with title:

2. Designation: .....

3. Division / Unit .....

4. Contact No :

   Mobile:

   Home:

5. 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

For office use only

Membership Card No: …… Issue Date: …. / …. / ……

Special Remarks …….

Signature of Library Staff …… Date …. / …. / ……