

**CENTRAL LIBRARY**  
**(Indian Institute of Technology, ISM, Dhanbad)**  
**Performa for Requesting No-Dues Clearance**

To  
The Librarian

Sir,  
I, (Name in capital Letter) ..... S/o / D/o Sh./Smt....., have returned all the library books issued to me and deposited all the dues/fine, if any, standing in my name till date in library records. I have also surrendered **Bar-coded Library Membership Card** issued to me by Central Library, IIT, ISM Dhanbad.

Therefore, you are requested to accord NO-DUES CLEARANCE from Central Library.  
Thanking You,

**Date :**

**Yours Sincerely**

**Admission No. :**

**Contact No. :**

**E-Mail ID :**

**Name:.....**

**Class:.....Session.....**

**Reason of leaving :** Course completed / Left

*(For Office Use Only)*

**Library Membership Card :... Received / Not Received**

**Library Fine (If any ) :.....Received / Not Received**

**Section-in-Charge**

**(Assistant Librarian)**

**(Librarian)**

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