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GOVERNMENT OF WEST BENGAL

S.B.S. GOVERNMENT COLLEGE, HILI

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Requisition Form for Purchase of Library Books

From: **Through Librarian** **To**

The Head, Dept. of …… **The Principal / Officer-in-charge**

The Following Books are Required for Course (Class): …… **Semester:** ……

Control No. & Order No. (Central Library Use Only)	Sl. No.	Author/ Editor/Series Editor	Title: Subtitle (with Edition / Volume/ Part/ Series No./Year)	ISBN	Publisher	Price (inINR)	No. of Copies	TB/ REF	Remarks / Justification for purchasing	Already in the library or not

Total No. of Titles Recommended :

Total No. of Copies Recommended :

Used Abbreviations: TB – Textbook, REF- Reference

Note: Reference book (s) should be limited to **one or two copy** only

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