

OFFICE OF THE LIBRARIAN
MAJULI COLLEGE LIBRARY
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Memo. No MCL /2016/

Date 2/ 04/2016

From: **Pradip Chandra Das.MLISc.**
Librarian
Majuli College, Kamalabari

To
The Head of Department of _____

Sub: - Regarding Requisition for Library Books

Sir,

I would like to inform you that majuli college library is in a position to procure a few books for use of faculty members and students for the academic session 2016-2017.

So, you are requested kindly to fill up the requisition form attached herewith in consultation with your departmental colleagues and submit the same to the under signed on or before **20 June, 2016**. The same may also be submitted by E-mail pcdas.mcl@gmail.com

Kindly note that the amount for the books for your department would be around **10,000/-** (*Rupees Ten thousand*) only.

Yours faithfully

(P.C Das)
Librarian
Majuli College Library