



कैन्द्रीय पुस्तकालय
Central Library

अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), कल्याणी
All India Institute of Medical Sciences (AIIMS), Kalyani
(A Statutory body under the Aegis of Ministry of Health and Family Welfare, GOI)
(स्वास्थ्य एवं परिवार कल्याण मन्त्रालय, भारत सरकार के तत्वाब्धान में एक संबिधिक निकाय)
NH-34 Connector, Basantapur, Saguna, Kalyani, Nadia, West Bengal- 741245
राष्ट्रीय राजमार्ग- 34, बसंतपुर, सगुना, कल्याणी, नदीया, पश्चिम बंगाल- 741245

Acknowledgement Form

From,

Date

.....
.....
.....
.....

To,

The Central Library,
AIIMS, Kalyani

Sub. : Acknowledgement for Complementary / Gifted / Donated items. (Books / Journals / others).

Sl. No.	ISBN/ISSN	Title of the Book / Journal / Periodical / Catalogue / Others	Author / Editor	Year of Publication	Edition/Vol. & Number or Issue	Publisher	Qty.

Remarks :

Signature & Stamp of the Receiver	Signature & Stamp of the Executive / Donor

Terms & Conditions :

- The Donor will be requested to send a formal request to the library for donation books to the library by filling the form.
- Utility and physical condition of the gifted books will be judged by Library resource recommendation committee.
- 'Acknowledgement' against the receipt of the gifted books will be issued.
- The Library will retain unconditional ownership of the gift. Donors will not be allowed to return the gifted items at any situation.
- Donor will be able to access his / her gifted material as per existing rules.
- If gifted resources are not used for long time or become poor in physical condition, the same may be discarded after getting the approval from the competent authority ; donor will be intimated regarding the same.
- The Donor will stamp the books or signed as "**complementary / donated**". Challan voucher, if available will be asked.

Sl. No.	Title of the book / Journal / Magazine / Other	Author / Editor / Compiler	Year of Publication	Edition / Volume / Issue	Quantity / Price	Remarks

Signature & Stamp of the Receiver

Signature & Stamp of the Donor