



HIGHER EDUCATION COMMISSION
H-9, ISLAMABAD

HEC LIBRARY
LIBRARY MEMBERSHIP AND GUARANTOR FORM

NO.HEC/LIB-

Registration No. _____

Date _____

(To be filled by Library staff)

New/Renewal

I hereby apply for membership of HEC Library and agree to abide by its rules and regulations.

1. Full Name Mr./Miss./ Mrs. _____

2. Designation _____

3. Postal Address _____

4. Permanent Address _____

5. Telephone No. _____ E-mail Address _____

6. Signature of the Applicant _____

7. a) **FOR HEC EMPLOYEES ONLY:**

Signature of Concerned Head of Division _____

Or Officer of the Division not below than BPS-17.

Stamp. _____

b) FOR EMPLOYEES OTHER THAN HEC:

Certified that:

i. The HEC Library membership of the applicant has been recorded in our library issuance record No. _____ and this library has also been included in our clearance form.

ii. In case the employee leaves his office or absconds, I shall be responsible for safe return, replacement or payment of price of the material borrowed as per HEC Library rules.

Signature of Librarian _____

Stamp _____

FOR HEC LIBRARY USE ONLY

1. Signature of Assistant Director with remarks _____

2. Signature of Director _____ Date _____