



NORTHERN INDIA
REGIONAL COUNCIL

**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

Library cum Reading Room

Library Membership Scheme (2021-2022)

Particulars	Security Deposit	Subscription Fee	Renewal
Students	Rs. 500/-	Rs. 1000/-	The Library membership shall be valid for the financial year during which a person is admitted as a member and may be renewed on the 1 st of April every year on payment of the annual library subscription.
NIRO OTC Students	Rs. 500/-	Rs. 500/-	

Terms & Condition:-

1. No interest shall be payable to any member in respect of the security deposit.
2. The security deposit shall be refundable on cessation of membership of library provided there is no book standing in the name of the person.
3. The annual library subscription once paid shall not refunded under any circumstances.
4. The Library membership shall be valid for the financial year during which a person is admitted as a member and may be renewed on the 1st of April every year on payment of the annual library subscription.
5. Every member of the library shall observe necessary and due care while handling books and other material. Members or readers shall maintain strict discipline inside and around the library and conduct themselves in a manner conducive to congenial atmosphere for study.
6. Library In-charge shall have the right to close the library on any day or change the working hours of library without previous notice if office exigencies so demand.
7. Every member of library shall follow Covid-19 guidelines issue by MHA from time to time.

Issue of books:-

1. Only one book from the general issue section shall be issued at a time against a Borrower's ticket.
2. Library books shall be issued for a period not exceeding 14 days at a time.
3. If the book issued from the general issue section is not returned by the due date, the library member may be required to pay a fine of Rs. 5/- for each day of default and in addition his/her ticket shall be punched, if the delay in returning the book exceeds seven days. The membership of member whose ticket has been punched for three times shall stand cancelled.
4. Where a book is lost or damaged but is known to be in print, current publishers price and a surcharge of not exceeding 25% of the price to meet the cost of acquisition shall be charged.

-: Regards:-

CS Vimal Kumar Gupta
Chairman
NIRC-ICSI

CS Suresh Pandey
Chairman - OTC & Library Committee
NIRC - ICSI