

\* Use **BLOCK LETTERS** only

AKGEC/LMP/FM/01 a  
Rev 01

**AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD**

**Requisition for Library Books**

To,  
The Director General  
AKGEC,  
Ghaziabad  
Sir,

Subject:  
Subject Code:  
Name of Faculty:  
No. of Students:

Req./ / 2024-25/

Department:-  
Name of HoD:-

It is recommended that the following books may be purchased for the Central Library. Sanction for their purchase may please be accorded.

S. No	Author	Title and Edition	Publisher	Year of Pub.	Cost	Text/ Ref. Books	No. of Copies Req.	Sig. With Name of concerned Faculty

Remarks (HoD) if any:

(Signature)  
HoD  
Date:

Received in Library  
Signature:  
Date:

**Note: Please do not recommend any book published two years ago.**