

CENTRE FOR ADMINISTRATION

OFFICE ORDER NO 18/2026

USI TEMPORARY MEMBERSHIP (LIBRARY)

1. Refer to Para 9 of USI Bye Laws. The Director General has approved the grant of temporary membership to students for visiting the USI library.
2. Temporary membership of 14 days would be given against the payment of Rs 400/-, based on recommendation from the HoD of the department.
3. The form shall be endorsed by the Librarian, upon which temporary membership card would be issued by membership clerk on payment of Rs 400/- for temporary membership.
4. This temporary membership shall be renewable, after a min gap of one week, against payment of Rs 400/- for each renewal, provided the person continues to be a bonafided student of an educational institution. Such temporary membership, including renewals, shall not exceed six times per calendar year.

(DS Gujral)
R Adm (Retd)
Director Adm

Dir CETANB

Dir CMHCS

Dir CP&L

Dir CPME

Dir CS3

Account Section

Librarian

Copy to:

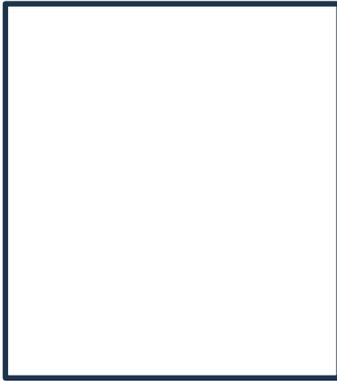
DG - for info

UNITED SERVICE INSTITUTION OF INDIA (USI)

**TEMPORARY LIBRARY MEMBERSHIP APPLICATION FORM
(RESEARCH STUDENTS)**

(For Reading & Reference Only – No Book Issue)

Recent Passport Size Photograph



(Please paste here)

1. Applicant Details

- (a) Full Name (in Block Letters):
- (b) Father's / Mother's / Guardian's Name:
- (c) Date of Birth:
- (d) Gender:
- (e) Nationality:

2. Academic Details

- (f) Name of University / Institution:
- (g) Department / Faculty:
- (h) Course / Programme (PhD / MPhil / MA / MSc / Others – specify):
- (i) Research Topic / Area of Study:
- (j) Student ID Number (attach copy of ID):

3. Contact Details

- (k) Residential Address:
- (l) Mobile Number:
- (m) Email ID:

4. Membership Details

- (o) Type of Membership Applied For:
Temporary Library Membership (30 Days)

(p) Period Applied For (From – To):

(q) Fee Paid: ₹500/-

Mode of Payment (Cash / UPI / DD / Online Transfer):

5. Declaration by Applicant

I hereby declare that the information furnished above is true and correct. I undertake to abide by the rules and regulations of the USI Library. I understand that this Temporary Library Membership permits **access for reading and reference only** and that **no books shall be issued** under this category. I also understand that the membership is valid for 30 days and may be renewed on payment of the prescribed fee.

Signature of Applicant: _____

Date: _____

Place: _____

6. Recommendation / Certification

Certified that the applicant is a bona fide research student of this institution.

Name & Signature of Supervisor / Head of Department:

Designation: _____

Institution Seal: _____

Date: _____

7. For Office Use (USI Library)

Application Received on: _____

Fee Verified by: _____

Membership Approved / Not Approved

Membership No.: _____

Valid From: _____ To: _____

Signature (Librarian / Authorised Officer):

