

PROFORMA

1.	Name and Address of the Library		Grade of the Library	
2.	Details of Librarians			
	No.of Posts available	Designation	Scale of Pay	
3.	Library Stock			
	Total No.of Books	No.of Books issued per month	Total No.of periodicals	Total No.of Newspapers
4.	Library Automation			
	Computerized or Not:		Internet Facility available or Not: No	
5.	Other Services if any			
6.	E-mail Address			
7.	Contact Telephone No.			

Place:-
Date:-

Signature of the Head of the Institution

With Name and Address