



# Rajkot Branch of WIRC of ICAI

## Reading Room Facility

### APPLICATION FORM

Name: \_\_\_\_\_

Registration No. : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

Parents Mobile No. : \_\_\_\_\_ Address. : \_\_\_\_\_

Male/Female: \_\_\_\_\_ Foundation / Intermediate / Final : \_\_\_\_\_

Appearing for Exam (Month) : \_\_\_\_\_

Date of Application : \_\_\_\_\_ Valid till: \_\_\_\_\_

Last Appeared for Exam in Month: \_\_\_\_\_ For Exam: \_\_\_\_\_

#### Declaration by Student:

- The above details provided by me are true and correct.
- I have read all the rules and conditions for opting for the reading room facility and all those rules shall be binding to me.

\_\_\_\_\_  
(Signature of Student)

#### FOR OFFICE USE

Application Received on : \_\_\_\_\_

Application Number: \_\_\_\_\_

Receipt of Fees: (i) Date: \_\_\_\_\_ (ii) Receipt No. : \_\_\_\_\_

\_\_\_\_\_  
(Received by)

\_\_\_\_\_  
(Approved by)



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### Rules Applicable to Students Applying Admission to Reading Room

1. The reading room facility is available for CA Students.
2. Registration Fees shall be per day 20 Rupees and pay for till month end.
3. It is advisable to register for full month. However if a student registers from middle date of a month, registration will be effective till last day of the said month on payment of respective proportionate fees.
4. **A student those who want to continue to enjoy the facility of reading room in next month they must register in advance for upcoming month(s) within 28<sup>th</sup> of current month.**
5. **Please collect your ID Cards well in Advance before 28<sup>th</sup> of Current Month for hasell free entry for reading room.**
6. Timing of reading room shall be as under 08:00 AM to onwards (as per Branch rules)
7. Reading room shall be closed on specific holidays as decided by the managing committee and no refund shall grant for the holidays.
8. **Students are required to show their ID card whenever they enter the branch premises, and no entry will be given without ID card and keep their ID card all the time while using reading room.**
9. If any student is found without ID card in the reading room, he/she shall be fine with penalty of Rs. 250/-.
10. If any student is found in reading room without registration, he/she shall be fine with penalty of Rs. 500/-.
11. Students are required to follow each and every instruction given by branch administration.
12. Students are also required to follow each and every instruction given by security guard regarding activities carried out in the entire campus area.
13. Students are requested not to reserve seats and to keep any book or belongings while leaving seats.
14. Registration fees once paid is neither refundable nor transferable.
15. Facility is solely for reading purpose. No other activities like discussion, lunch, phone calls, etc are allowed inside the reading room.
16. Students are required to apply for renewal for registration before 10 days of its expiry. Registration / renewal shall be made subject to availability of seats on first come first serve basis.
17. Students are not allowed to roam unnecessarily outside the reading room or any other area in the campus.
18. Students are not allowed to stick any material at desk, the violation of which will result into fine of Rs. 500/-
19. And in subsequent occurrence will result into cancellation of registration.
20. Rajkot Branch, at all times, reserves right to change or introduce any other rule /instruction which it deems fit from time to time.
21. In any other matter, decision of managing committee shall always be final.
22. Please provide 2 photographs, ID proof & CA proof when along with this form.
23. **Incase of any misbehavior from students, committee will immediately cancel their registration from reading room.**

(\_\_\_\_\_)

Signature of Student

(\_\_\_\_\_)

Signature of Parents