

Dated:

To
Supdt. (Establishment)
Guru Nanak Dev Engineering College,
Ludhiana.

Through: HOD

Subject: Issuing College ID Card for Fresh/New appointment.

Sir,

I _____ S/o, D/o. _____
has joined the college as (Designation) _____ in the
(Department) _____. It is requested that kindly issue me
the College Identity Card.

Yours sincerely,

(Signature)

Mobile No.: _____

DOB : _____

Blood Group: _____

Email ID: _____

Address Line 1: _____

Address Line 2: _____

City/Village: _____ District: _____

Pin Code: _____ State: _____

Enclosure:

1. Passport Size Photograph.
2. Address Proof