

Dated:

To
Dean Academics / Coordinator PTU Regional Centre
Guru Nanak Dev Engineering College,
Ludhiana.

Through: HOD

Subject: Correction/Changes in College ID Card.

Sir,

I _____ S/o, D/o _____
University Roll No. _____ College Roll No _____,
Branch: _____ am a student of 1st/2nd/3rd/4th year B.Tech./MBA /
MCA / M.Tech. (under Regional Centre) / M.Tech. - AICTE approved. My college
identity card No. is _____.

Following discrepancies/changes in I. Card		It should be corrected as *(Use capital letters only)
Name		
Father's Name		
Mother's Name		
Branch		
Roll No.		
Mobile		
Address		

Yours sincerely,

(Signature)

Enclosure:

1. Passport size photograph.
2. Address proof
3. Documentary proof of correction/changes.
4. Original existing identity card.
5. Cash receipt (Rs. 50/- to be deposited to cashier)