



GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA

*An Autonomous College u/s 2(f) and 12(B) of UGC Act, 1956
Institute Accredited by NAAC ('A' Grade) under UGC and TCS,
AICTE Approved, Punjab Govt. Aided Status, Affiliated to IKG Punjab Technical University, Jalandhar,
ISO:9001-2008 Certified, UG Programmes accredited by IEI

Dated: _____

Dean Academics

Through: HOD _____

Subject: Issuing Duplicate College ID Card.

Latest
Passport
size
photograph
of student

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. . I have lost my college identity card. It is requested that kindly issue me the duplicate Identity Card.

Yours sincerely,

(Signature)

Mobile No.: _____

Cash Receipt No. _____

Father's Name: _____

Date of Receipt _____

Mother's Name: _____

Email ID: _____

Address Line 1: _____

Address Line 2: _____

City/Village: _____ District: _____

Pin Code: _____ State: _____

Enclosure:

1. Original FIR Copy
2. Cash Receipt, (Rs. 50/ to be deposited to Cashier).
3. Passport Size Photograph
4. Address Proof

(Verification by Academics Branch)

Dated: _____

Forwarded to :-

O.I/C. (I. D. Card Cell)

Verified that the above mentioned student is On-Roll/Off Roll (Yes/No) _____.

(Dealing Hand)

(Supt./O.I/C. Academics Branch)

(Dean Academics)