

Dated:

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

Through: HOD

Subject: Issuing Duplicate College ID Card.

Sir,

I _____ S/o, D/o _____

Designation _____ Department _____

is a Faculty/Staff member of this college. I have lost my college identity card. It is requested that kindly issue me the duplicate 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. Original FIR Copy
2. Cash Receipt, (Rs. 50/ to be deposited to Cashier).
3. Passport Size Photograph.
4. Address Proof