

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)

Employee ID : \_\_\_\_\_

Date of Joining : \_\_\_\_\_

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