

Dated:

To

Supdt. (Establishment)

Guru Nanak Dev Engineering College,

Ludhiana

Through : HOD

Subject : Reissuing college identity card

Sir,

I \_\_\_\_\_ S/o , D/o , W/o \_\_\_\_\_

Designation \_\_\_\_\_ Department \_\_\_\_\_

\_\_\_\_\_ is a faculty / staff member of this college. Kindly reissue me the college identity card due to the following reason (s):-

1. I have lost college identity card.
2. I have damaged identity card.
3. I have changes to be made.
4. I have temporary identity card.

Yours sincerely,

(Signature)

Mobile No.: \_\_\_\_\_

DOB: \_\_\_\_\_

Blood Group: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ City / Village: \_\_\_\_\_

District: \_\_\_\_\_ Pin Code: \_\_\_\_\_

State: \_\_\_\_\_

Enclosure:

1. Original FIR copy ( in case of lost)
2. Original existing identity card(in case of damaged / temporary / changes)
3. Cash receipt of Rs. 100/- to be deposited to cashier (Fee is not required for changes in department and designation)
4. Passport size photograph.
5. Address proof
6. Documentary proof of correction / changes.