

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, (Rs. 50/- to be deposited to cashier) ***(Changes in department and designation filed is free of cost)**
4. Passport size photograph.
5. Address proof
6. Documentary proof of correction/changes