

Dated:

To

Dean Academics / Coordinator PTU Regional Centre
Guru Nanak Dev Engineering College,
Ludhiana.

Through: HOD

Subject: Reissuing college identity card.

Sir,

I _____ S/o, D/o _____
University Roll No. _____ College Roll No _____,
Branch: _____ is a student of 1st/2nd/3rd/4th year B.Tech./MBA / MCA
/ M.Tech. (under Regional Centre) / M.Tech. - AICTE approved. 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.: _____

Mother's Name: _____

Email ID: _____

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).
4. Passport size photograph.
5. Address proof
6. Documentary proof of correction/changes