



## GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA

\*An Autonomous College u/s 2(f) and 12(B) of UGC Act, 1956  
Institute Accredited by NAAC ('A' Grade) under UGC and TCS,  
AICTE Approved, Punjab Govt. Aided Status, Affiliated to IKG Punjab Technical University, Jalandhar,  
ISO:9001-2008 Certified, UG Programmes accredited by IEI

Dated: \_\_\_\_\_

Dean Academics

Through: HOD \_\_\_\_\_

Subject: Issuing Duplicate College ID Card.

Latest  
Passport  
size  
photograph  
of student

Sir,

I \_\_\_\_\_ S/o, D/o \_\_\_\_\_ University Roll

No. \_\_\_\_\_ College Roll No \_\_\_\_\_, Branch: \_\_\_\_\_

am a student of 1st/2nd/3rd/4th year B.Tech./MBA / MCA / M.Tech. . I have lost my college identity card. It is requested that kindly issue me the duplicate Identity Card.

Yours sincerely,

*(Signature)*

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

Cash Receipt No. \_\_\_\_\_

Father's Name: \_\_\_\_\_

Date of Receipt \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Email ID: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

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

Pin Code: \_\_\_\_\_ State: \_\_\_\_\_

**Fill your data as per enclosures at (Enclosure:**

1. Original FIR Copy
2. Cash Receipt, (Rs. 100/ to be deposited to Cashier).
3. Passport Size Photograph
4. Address Proof

(Verification by Academics Branch)

Dated: \_\_\_\_\_

Forwarded to :-

O.I/C. (I. D. Card Cell)

Verified that the above mentioned student is On-Roll/Off Roll (Yes/No) \_\_\_\_\_.

(Dealing Hand)

(Supt./O.I/C. Academics Section)