

Date:

To
The Librarian
Central Library
NIT Jalandhar

Subject: Application for duplicate identity card – reg.

Dear Sir/Madam,

Ibearing roll no. am a student of B.Tech. / M.Tech. / Ph.D.
from the department of I have lost the original Identity Card and
am in urgent need of a duplicate identity card.

Hence, I request you to please issue me a duplicate identity card for which I shall be highly thankful to
you.

I have attached a copy of the FIR and shall pay the requirement amount i.e. Rs. 500/- as per the
institute norms.

Thanking you,

Yours faithfully,

Name of the Student..... Signature Roll No.

Department

Enclosure: (Tick the appropriate one) 1. Copy of FIR 2. Payment Receipt

Office Use

The card may be printed and issued to the student.

Approved / Not Approved

Deputy Librarian / PIC

Assigned / Marked to