

Date:

To
The Librarian / PIC
Central Library
NIT Jalandhar

Subject: Application for duplicate identity card – reg.

Dear Sir/Madam,

Ibearing roll no. / employee code am a student of B.Tech.
/ M.Tech. / M.Sc / MBA / Ph.D. or staff / faculty 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 / Staff: **Signature**

Roll No. / Employee Code: **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

Duplicate Identity Card Received: