



CHARUSAT[®]
CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY



Date: ____ / ____ / ____

To,
The Principal
Institute Name: _____

Subject: Application for Issuance of Duplicate I.D. Card

Respected Sir/Madam,

I am a student of the _____ Department. I have lost my I.D. card. I hereby declare that my I.D. card has not been submitted to any institute authority. I further declare that if my original I.D. card is found later with any institute authority, I shall be liable to pay the fine as per institute rules.

My personal details are as follows:

- **Student Name:** _____
- **Department:** _____
- **I.D. No.:** _____
- **Semester:** _____

Place of Loss (please tick):

- ☐ Within Campus
☐ Outside Campus

I kindly request you to issue me a duplicate I.D. card.

Thanking you.

Yours faithfully,

(Signature of Student)

Name: _____

Duplicate I.D. Card may be issued / May not be issued.

(Signature of HOD with Stamp)

(Signature of Principal with Stamp)

For Office Use Only (Not to be filled by the applicant)

Received fees of Rs. _____ towards duplicate I.D. card

Receipt No.: _____ Date: _____

(Fee: Rs. 250/- per card)