

Procedure for Issue of duplicate ID Card in case of Lost/Damage/Updation

1. The students have to fill the ID-Card form for the issue of duplicate ID-Card. The form is given below.
2. In the case of a Lost ID-Card, an FIR is mandatory.
3. Deposit an amount of ₹250/- as the cost of the duplicate ID-Card in the following bank account:

Beneficiary Name: Thapar Institute of Engineering and Technology

Bank Name: State Bank of India

Account Number: 65181840370

IFSC: SBIN0050244

Branch: Thapar, Patiala

4. Submit the following documents at the ID-Card room on the ground floor of the Library:
 - i. ID-Card Form
 - ii. A copy of FIR (in case of Lost ID-Card)
OR
Previous ID-Card (in case of Damage/Updation)
 - iii. Receipt received from the finance office

Sd/-

Dean, Student Affairs

Date:

Thapar Institute of Engineering and Technology, Patiala

FORM FOR DUPLICATE IDENTITY-CUM-LIBRARY CARD

Choose the relevant option:

- i. Identity Cum Library Card is damaged.
- ii. Identity Cum Library Card needs some updation of data.
- iii. I have lost my Identity Cum Library Card. I have lodged an FIR for the same.

FIR No.:

FIR Date:

Declaration: If I find my Identity Cum Library card later, I shall return the same to the Library. I shall be responsible for any books that have been borrowed on the lost card.

Kindly issue the duplicate ID-Card on payment of the requisite fee.

Name:

Year:

Roll No.:

Signature:

Branch:

For DoSA Office

Approved from DoSA Office

For Accounts Office

Mode of payment:

Transaction Number:

Date of deposit:

Amount Deposited:

Signature (Finance Office):

For Library Use Only

Old Membership:

Old Card Suspended:

New Membership:

Duplicate card Issued by:

Name: Signature: Date:

Duplicate card Received by:

Name: Signature: Date: