Form No: A16

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**

**OFFICE OF THE DEAN (ACADEMIC)**

**APPLICATION FORM FOR RE-ISSUE OF IDENTITY CARD**

**[**Please send the duly filled-in form with enclosures to **reg\_pg@iitism.ac.in**]

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Name of Student |  | | | | | | | | |
| 2. | Admission No. |  | | | Department | |  | | | |
| 3. | Program |  | | | Branch (if any) | |  | | | |
| 4. | Institute Email ID |  | | | | | | | | |
| 5. | Contact Number |  | | | | | | | | |
| 6. | **Reason for this request, Documents required to be submitted and processing charges:** | | | | | | | | | |
| **Reason** | | **Documents to be Submitted** | | | | | | **Charges** | **Please tick** |
| Validity expired and the prescribed program duration is not over. | | The student shall be required to submit expired ID Card along with this application. | | | | | | Nil |  |
| Validity expired and the prescribed program duration is over. | | The student shall be required to submit expired ID Card along with this application. | | | | | | Rs. 300/- |  |
| Lost ID Card | | Affidavit to be submitted in the enclosed format | | | | | | Rs. 500/- |  |
| Accidentally damaged ID Card | | The student shall be required to submit damaged ID Card along with this application. | | | | | | Rs. 500/- |  |
| 7. | Payment Details - <https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=272342>  (Select payment category: OTHER ACADEMIC FEES / FINES) | | | | | | | | | |
| SBI Collect Reference No. / UTR No. | | |  | | | | | | |
| Amount Paid (in Rs.) | | |  | | Date of Payment | | DD/MM/YYYY | | |

Encl: **Please attach the following:**

1. **Document as indicated in point 6.**
2. **Receipt of the Online payment.**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the Student)

**FOR OFFICE USE ONLY**

|  |  |
| --- | --- |
| **Verification:**  The facts, as stated above are **CORRECT/NOT CORRECT**  as per records available.  **Observations, if any:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_    Signature of Dealing Assistant | **Date of Receipt of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Issuing Date of ID Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date:\_\_\_\_\_\_\_\_\_\_\_  AR (Academic – PG) |

**(FORMAT FOR AFFIDAVIT TO BE SUBMITTED IN CASE OF LOSS OF ID CARD)**

|  |
| --- |
| INR 10  Notarial/Special Adhesive Stamp |

Before the Notary Public, Dhanbad

**AFFIDAVIT**

I …………………………………………………………………….…………... (Name of the student)

Admission Number……………………..……… Branch…………………………………..…………..

Father’s Name…………………….…………………………………………… DOB…………………

Present Address…………………………………………………………………………………………

do hereby solemnly affirm on oath and declare as follows:-

1. That, I have lost my original Institute’s Identity Card and despite of all my efforts I couldn’t trace it.
2. That, I request you to issue a Duplicate Institute’s Identity card.
3. If I find back, my original Institute’s Identity Card the duplicate ID card will be returned back to Institute.
4. That, I am swearing this affidavit to produce it before the concerned authority for issuance of Duplicate Institute’s Identity card.

Solemnly affirmed before me Verification

By the deponent who is duly The statements made are true to my knowledge

Identified by Shri………………………. and belief. I am signing this Affidavit in Dhanbad

Advocate, Dhanbad on \_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)

Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Deponent)

Notary Public, Dhanbad

Stamp & Sign

Identified by

Advocate