

Dated:

To

Supdt. (Establishment)  
Guru Nanak Dev Engineering College.  
Ludhiana.

Through : Head of Department

**Subject : Correction/Changes in College Identity Card.**

Sir,

I \_\_\_\_\_, S/o, D/o, W/o \_\_\_\_\_  
Designation. \_\_\_\_\_, Department \_\_\_\_\_ is a  
Faculty/Staff member of this college. My existing identity card No. is \_\_\_\_\_.

Following discrepancies/changes in I. Card		It should be corrected as *(Use capital letters only)
Name		
F / H. Name		
Department		
Designation		
Phone		
DOB		
Blood Group		
Address		

It is requested that the above discrepancies may kindly be removed.

Yours sincerely,

(Signature)

Enclosure:

1. Passport size photograph.
2. Address proof
3. Documentary proof of correction/changes.
4. Original existing identity card.
5. Cash receipt, Rs. 50/- to be deposited to cashier. \*(in case of Change of Name, Phone, Address, and Photograph)