

ABES Engineering College, Ghaziabad

Office of Registrar

ABES/RO/056/2015-16

Date: 15<sup>th</sup> Feb, 2016

Notice

**Sub. : Procedure to be followed in case of issuance of duplicate ID Card:**

It is to inform to all concerned students, to follow the following procedure in case the Student ID card is lost /damage and seeking duplicate ID Card.:

**1A – In case of Lost ID Card:**

- (i) **A student is required to file an e-FIR at [www.uppolice.gov.in](http://www.uppolice.gov.in) only in case of Lost ID Card.** On its home page there is an icon "eFIR" click on it and create a Login and file a FIR (Please use it only if required , avoid making a Fake FIR as it is an offensive CRIME and the act is punishable). If there is any problem for the access to the website then the FIR has to be registered in the nearby police station. **The copy of e-FIR/ FIR has to be signed by the respective HOD & this document will be treated as temporary ID card for a week or till issuance of Duplicate ID Card.**
- (ii) After that the student will **collect a duplicate ID issue application form(S-6)** from the concerned department/ stationery outlet to apply for the ID card. **For issuance of Duplicate ID Card student has to deposit an amount Rs100/- and submit duly filled application S-6 with along-receipt of Rs. 100/- in the Registrar Office at Window No 4 to Ms. Reeta.**
- (iii) **While depositing the application form student has to show the copy of the original FIR Signed by HOD to the concerned person.**
- (iv) **At the time of receiving the Duplicate ID Card, student has to submit the copy of original FIR signed by HOD in the Registrar's Office.**

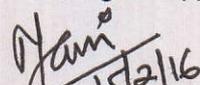
**1B – In case of Damaged ID Card:**

- (i) Students have to follow the same procedure as mentioned in point IA (ii).
- (ii) Student is required to **show his/her damaged ID Card at the time of submitting application** at Window No.4.
- (iii) **While receiving the Duplicate ID Card student has to submit Damaged ID card** to the concerned.

**1C – In case of Change from Hosteller to Day Scholar or Vice versa**

- (i) **For the students who turn Hosteller to day scholar or vice-versa the procedure remains the same as earlier followed vide Circular No.ABES/RO/97/48/2013-14, dated: 25.02.2014**

The process to issue Duplicate ID Card will be done within two working days from the date of receiving the application at Registrar Office.

  
(Nitika Jain)  
Registrar

- Copy to:
1. Chairman/Directorate office for kind information please
  2. DMNM office for information please
  3. All HODs for information and necessary action please.
  4. In-charge Hostel Affairs for information and necessary action.
  5. Accounts Department for necessary action please
  6. Proctor, Dy. Proctor for information please.
  7. Administrative officer for information please.
  8. Mr. Piyush Govil with a request to upload the notice on the college website.
  9. Security Officer, Main Gate for information and necessary action please.
  10. College Notice boards including hostel (Boys& Girls)