

INSTRUCTIONS TO THE STUDENTS

Procedure for Duplicate Identity Card:

1. Take the print of application form for Duplicate ID Card is on page number 2
2. Attached copy of Notarised Affidavit or Missing report from Local police station.
3. Submit the hard copy of filled in application form to college office between 10:00 am to 3:00 pm.
4. College will provide Duplicate Identity Card charging Rs.50/-.
5. Duplicate Identity Card will be issued within 7 working days from the submission of application.
6. For any query, Contact college office phone number 8655143915

From:
Mr./ Ms _____
Address: _____

Mobile: _____
Email ID: _____
Date: _____

To,
I/c. Principal,
Pravin Gandhi College of Law,
Mithibai College Campus, 8th floor,
Bhaktivedant Swami Marg,
Vile Parle (W), Mumbai-400056.

Subject: Application for Duplicate Identity Card

Respected Madam,

This is to inform you that, I am studying in _____ B.L.S./ LL.B. Roll No. _____ Div. _____
SAP No. _____ in Academic Year _____.

I wish to apply for Duplicate Identity Card due to misplaced / damaged.

Kindly Issue Duplicate Identity Card.

Yours faithfully,

(Signature of Applicant)

[For Office Use]

Remarks: _____

Approved by :- _____

Receipt No:- _____

Sign with Date:- _____