



ABES Business School, Ghaziabad Office of Registrar

NOTICE

Ref: ABESBS/RO-AB/2022-23/33

Date: 28.09.2022

Subject: Procedure for Duplicate ID card

All the students are hereby informed that if you need a Duplicate ID Card in any case (Lost/ Damaged / Hosteller to Day Scholar/ Day Scholar to Hosteller), you are required to follow the below mentioned procedure:

A) In case of Lost ID Card:

1. Lodge an e-FIR at www.uppolice.gov.in / other state police website if lost at any other state. (Please use it only if required, avoid making a Fake FIR as it is an offensive CRIME and the act is punishable) and take the print out.
2. Deposit an amount of Rs 200/- in Accounts section (Ground Floor Aryabhata Block)
3. Fill the Application form S-6 (for Duplicate ID Card)
4. Attach Fee receipt & e-FIR with S-6 Form
5. Submit in the Registrar Office.
6. Within 15 days you will get a mail to collect the Duplicate ID Card from the same Window.

B) In case of Damaged ID Card:

1. Deposit an amount of Rs 200/- in Accounts section (Ground Floor Aryabhata Block)
2. Fill the Application form S-6 (for Duplicate ID Card)
3. Attach Fee receipt with S-6 Form
4. Submit in the Registrar Office.
5. Within 15 days you will get a mail to collect the Duplicate ID Card from the same Window after submitting the damaged ID card.


C) In case of Day Scholar to Hosteller:

1. Deposit an amount of Rs 200/- in Accounts section (Ground Floor Aryabhata Block)
2. Fill the Application form S-6 (for Duplicate ID Card)
3. Attach Fee receipt and copy of Hostel Fee receipt duly signed by Hostel warden mentioning the Room No. and Hostel Building name with S-6 Form
4. Submit in the Registrar Office.
5. Within 15 days you will get a mail to collect the Duplicate ID Card from the same Window after submitting the Day Scholar ID card.

D) In case of Hosteller to Day Scholar:

1. Deposit an amount of Rs 200/- in Accounts section (Ground Floor Aryabhata Block)
2. Fill the Application form S-6 (for Duplicate ID Card)
3. Attach Fee receipt with S-6 Form
4. Submit S-6 form to the Hostel Warden along with your Hostel withdrawal application and Hostel ID Card.
5. Respective Hostel Warden will forward both the applications (S-6 and S -23) to the Registrar Office within a week.
6. After receiving this application from the wardens, within next 15 days you will get a mail to collect the Duplicate ID Card from Registrar Office.

All students and all concerned are requested to follow the above-mentioned process strictly for the smooth functioning. **For any problem / issue in this regard, please contact Mr. Rajesh Kumar in Registrar Office- ABES Business School for support.**


Nitika Jain
(Registrar)

ABES BUSINESS SCHOOL, GHAZIABAD
APPLICATION FOR DUPLICATE IDENTITY CARD

The Registrar
ABES Business School
Ghaziabad

Date:

Sir /Madam,

I, _____, Admission No. _____, S/D/o _____, Roll
No. _____, Permanent R/o _____, (Presently Hosteller / Day scholar)
_____ and a student of MBA studying in _____ semester.

I am submitting this application with a request to issue a duplicate I Card due to following reason:

- | | |
|--|--------------------------|
| 1) Lost ID Card | <input type="checkbox"/> |
| 2) Damaged ID Card | <input type="checkbox"/> |
| 3) Changed as Day Scholar to Hosteller | <input type="checkbox"/> |
| 4) Changed as Hosteller to Day Scholar | <input type="checkbox"/> |

As per the procedure, I am enclosing herewith the following documents

- | | |
|--|--------------------------|
| (i) Receipt of Payment | <input type="checkbox"/> |
| (ii) e-FIR(in case of lost ID Card) | <input type="checkbox"/> |
| (iii) Damaged ID Card(at the time of collecting duplicate ID Card) | <input type="checkbox"/> |

My additional detail as required for the ID card are as given below:

Mother Name _____ Father/Emergency No. _____
Blood Group _____ Date of Birth _____

You are requested to kindly issue me the duplicate identity card.

(Signature of Student with date)

Wardens Signature with Name & Date

Mob. No.:

(only in case of Hosteller to Day Scholar)

(Signature of Office Staff with date)

Name:

Application received on:

(Signature of Student with date)

ID card received on: