



Notification – Regarding Issuance of New / Duplicate Identity Card

The faculty, officers, staff and students are hereby informed that the CLUB Identity Card is now being published in the University itself.

Rules and Regulations for Issuance of New / Duplicate Identity Card

- 1. Identity Card for Faculty members / officers / staff** – The request/application for fresh I-Card needs to be submitted to **Admin & Development Section** in the attached format for approval.
- 2. Identity Card for Students**– The application in the attached format needs to be submitted at **Academic Section** for verification and further approvals I-Card section for publication.
- 3. Sharing of Personal Data, Photo & Signature**: If the application is approved by the sections as mentioned in Point No. 1 & 2, the I-Card publishing section will drop a mail to the concerned for sharing the data in Electronic format + Email along with a scanned copy of photograph in the size + 300 pixel (width) x 400 pixel (height) and scanned signature in the size + 300 pixel (width) x 100 pixel (height).
- 4. For Lost Card & Duplicate I-Card Issuance**: In case you lose (misplace) the identity card, you need to lodge an FIR to the Police Station and bring a copy of the FIR for issuance of Duplicate Card. After submitting the fee of **Rs. 100/-** (online through QR Code) you need to follow the process mentioned in Point No. 1 & 2 for issuance of Duplicate Identity Card.
- 5. The I-Card Publishing section is not authorized to accept any request directly from any individual for publication of the card. Hence, you are requested to submit the application through proper channel as mentioned in Point No. 1-3, and follow the process given in Point No. 3-4.**
- 6. Concerned person for I-Card Publication (Dr. Jitendra Prasad Jha) has been assigned with the responsibility for I-Card Publication. For any clarification, he may be contacted at Room No. 108 (Admin Block) or by phone – 822080147 / Email: jha@cusb.ac.in**

This issue with approval of the Competent Authority.


Mr. Mukund Kumar
Public Relation Officer

Copy to:

1. All concerned
2. PE to Hon'ble Vice-Chancellor
3. PE to Registrar, C&F Finance Officer
4. SO/PEM with the request to create fee for I-Card fee submission in QR Code
5. System Analyst with the request to update the Notification on CLUB website