

Notification – Regarding issuance of New / Duplicate Identity Card

The faculty, officers, staff and students are hereby informed that the CUSB 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 & Establishment 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 approval to 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 in **Excel** along with a scanned copy of **photograph** in the size = **508 pixel (height) x 402 pixel (width)** and scanned **signature** in the size = **577 pixel (width) x 134 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 SBI Collect) you need to follow the process mentioned in **Point No. 1 & 2** for issuance of Duplicate Identity Card.
5. The **I-Card Publication 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 Nos. 1 - 2**, and follow the process given in **Point Nos. 3 - 4**.
6. **Concerned person for I-Card Publication:** **Mr. Hitlar Prasad** (Hindi Typist) 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 – **8292082157** / E-mail: hitlar@cusb.ac.in

This issues with approval of the Competent Authority.


(Md. Mudassir Alam)
Public Relation Officer

Copy to:

1. All concerned
2. PS to Hon'ble Vice-Chancellor
3. PS to Registrar, CoE & Finance Officer
4. SO (F&A) with the request to create link for I-Card fee submission on SBI Collect
5. System Analyst with the request to upload the Notification on CUSB website