**Ref: IITG/SA/89**

**Date: - 13.09.2012**

**NOTICE**

**Sub: Photo session for issue of bar coded Identity card.**

**Final phase of Photo session for issue bar-coded Identity card to the students, *who fail to appear for photo session on dated 08.09.2012*, (students who have changed their branch, who want to extend the validity and those who lost/damage/their ID card) will be held on 29th September, 2012 (Saturday), from 9.00 am to 12.30 pm as per following schedule.**

**Schedule :**

**Venue : Students’ Affairs Section (Admn. Building, 3rd floor)**

**Date : 29.09.2012 (Saturday)**

**Time : 09 A.M. to 12.30 P.M.**

**Programme : Ph.D/M.Tech./M.Des./MA/MSc./B.Tech./ B.Des./Preparatory.**

**Note:**

**1. *All students need to pay Rs. 150/- (One hundred fifty only) as fine for not***

***appearing the photo session which was held on 08.09.2012. However,***

***those who were not attended due to medical problem/official leave etc.,***

***they need not pay but, they need to produce valid certificate/permission***

***from the competent authority (Doctor/HoD etc.)***

**2. All new students are requested to bring their Temporary Identity Card**

**already issued to him/her or a photocopy of Registration Form at the**

**time of photo session.**

**\*2. For lost ID card, students need to pay Rs. 150/- and produce FIR copy for**

**lost ID card.**

**\*3. For damaged ID card students, need to pay Rs. 150/- & produce xerox**

**copy of the damaged ID card.**

**4. For branch change students, need to produce xerox copy of old ID card.**

**Section In-charge (SA)**

**Copy to: Hostel Notice Board**

**SA Notice Board**

**Intranet**