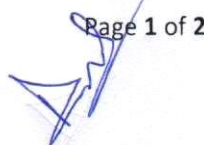


## Guidelines for issuing the Identity card to the employees and students of the University


1. The signing authority for all the officers and equivalents will be the Registrar and the signing authority for all faculties/scientists/staffs/students of UG, PG, and Ph.D. will be the Asst. Registrar (Admin) of the university.
  - **Rules for the officers:**
    - a) All officers have to submit the duly filled-in application form in the prescribed format to the office of the Registrar.
    - b) The concerned office after proper examination of the provided information must get approval from the Hon'ble Vice Chancellor for issuing the ID card.
    - c) After getting approval from the competent authority the requisition form through the Registrar cell must be sent to the O/C ICT for getting the ID card printed.
  - **Rules for the Faculties/Scientists/Staff/Students:**
    - a) All the Faculties/Scientists/Staffs/Students have to submit the duly filled-in application form in the prescribed format to the Dean of their respective colleges and the respective unit Heads.
    - b) The Office of the Dean and Unit Heads will forward the application to the Registrar after examination.
    - c) After getting approval from the competent authority the requisition form through the Registrar cell must be sent to the O/C ICT for getting the ID card printed.
2. **Fund for ID Card designing/printing:** The proposal for administrative approval and financial sanction for getting the ID card printed will be submitted by the O/C ICT to the Registrar. The Registrar will seek the availability of the fund and concurrence from the office of the Finance Comptroller and will accord the financial sanction.
3. **Interval for making the ID Card:** ID cards will be made at the interval of every three months in a lot, no single ID card issuing will be entertained. (Special and Urgent cases will be exempted with the directives of the higher authority).



Page 1 of 2




4. **Selection of Vendor for Printing:** As per the BFR rule, subjected to the tentative budget, if the expenditure is less than 50,000/- printing may be done obtaining the Performa invoice from the market after survey.
5. **After collecting the ID card of any outgoing officers/faculties/staffs/students from the university the NOC issuing authority must send written information to the O/C ICT for record.**
6. If any person has lost his/her ID card and is not able to submit it while leaving the university, he/she has to submit an affidavit of ₹10 or above duly verified by the notary public.



Satya Kumar



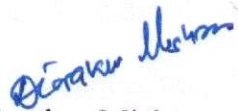
Dushyant Yadav



Jui Lodh



Anjay



Diwakar Mishra



Shankhnath Koley