

# Penalty for Issuance of Duplicate Identity Card

Students are hereby informed that a prescribed penalty shall be applicable for the issuance of a **Duplicate Identity Card** in case of loss, damage, or any other applicable reason.

The applicable penalty is as follows:

| <b>Sr. No.</b> | <b>Particulars</b>                              | <b>Prescribed Penalty</b> |
|----------------|-------------------------------------------------|---------------------------|
| 1.             | First-time issuance of Duplicate Identity Card  | <b>₹200/-</b>             |
| 2.             | Second-time issuance of Duplicate Identity Card | <b>₹500/-</b>             |
| 3.             | Third time and thereafter                       | <b>₹1,000/-</b>           |

The above-mentioned penalty shall be applicable **as per the rules/norms of the Institution.**

Students are advised to keep their University Identity Card safely. In case of loss or damage, a Duplicate Identity Card may be issued upon payment of the prescribed penalty.