



Ty Memo/10/2018-19

Date: 01 Aug, 2018

Please be informed the **OmV (Identity Cards)** issued to the students are to be retained for 03 years. Any loss / damage of the OmVcard is to be immediately reported to the class teacher for re-issuance of a new card.

A new ID Card may be re-issued for the following reasons on payment of charges as follows :

REASON FOR REISSUANCE OF ID CARDS	AMOUNT	DOCUMENTS REQUIRED	REMARKS
Change of Address	Rs.200/-	<ul style="list-style-type: none">Application from parentAddress proof	<ul style="list-style-type: none">For issuance of new ID Card, old ID Card is to be submitted by the parent to the Class Teacher.In case of a loss, a declaration is to be submitted by the parent to the school.
Change of Phone No.	Rs.200/-	<ul style="list-style-type: none">Application from parente-mail / Photocopy of telephone bill	
Change of Name	Rs.400/-	<ul style="list-style-type: none">Application from parentDocumentary evidence of change of name –<ul style="list-style-type: none">(i) Publication in National Dailies(ii) Affidavit on a non-judicial stamp paper(iii) Copy of Aadhar Card	
Change of Photograph	Rs.400/-	<ul style="list-style-type: none">Application from parentPassport size photograph 1.5 x 2.5 / jpg 150 pixels	
Loss of ID Card	Rs.1000/-	<ul style="list-style-type: none">Application from parentCounter signed by HM/VPL	

Kindly note wearing of ID Card is mandatory for safety and security of the child.

CLASS TEACHERS ARE REQUIRED TO CHECK ID CARDS OF STUDENTS ON A DAILY BASIS.

Asha Prabhakar
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

Distribution

- VPL, HM (Sr), HM (Pr), HM (PP)
- All Staff (via e-mail), A.O. (to instruct security)
- School Website, File
- Broadcast Groups
- Mr J M Pant (Computer Programmer)