

<b>Name of the Service</b>	<b>Distribution of Identity Cards</b>
Whom to approach for this service (Designated Officer)?	Director, Departments of Postgraduate Studies
Procedure involved to get this service	Submit information in the prescribed format
Form to be submitted to get this service	Format prescribed by the University
Who are eligible to get this service	Those candidates who are studying in the institution
Documents to be enclosed with the request	1. Fee-paid challan 2. Two passport size photos
Fee/Charges to be paid to get the service	1) Rs.60.00 for new 2) Rs.100.00 for photocopy
Maximum number of days to wait to get this service delivered	03 working days from the date of receipt of Identity Cards from the Supplier
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	10 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

#### **WORK FLOW**

<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving and Verification	1.00	Case worker
2	Entry in the Issue Register	1.00	Case worker
3	Distribution	1.00	Case worker

**For more details you may log on to [www.sakala.kar.nic.in](http://www.sakala.kar.nic.in)**

**Helpline No:080-44554455**