

**Request Form for Obtaining Documents from SRIC & IR Section**  
(To be filled by Project Staff)

1. Full Name (in CAPITAL): \_\_\_\_\_
2. Employee ID: \_\_\_\_\_
3. Project No. : \_\_\_\_\_
4. P.I. name: \_\_\_\_\_
5. Date of joining: \_\_\_\_\_
6. E-mail Address: \_\_\_\_\_
7. Mobile No.: \_\_\_\_\_
8. Document(s) required:

Document(s) required	No. of copies
a) Identity Card	
b) Duplicate Identity Card (enclose an application with reason)	
c) Bonafide Staff Certificate (enclose offer letter & Joining order) Mention the Purpose:	

9. Mode of receiving documents:
- a)  I want to collect the document in person / through authorized person (enclose authorization letter)
  - b)  Please send the document via registered post on my address (as mentioned below).

10. Permanent / Correspondence Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code: \_\_\_\_\_

11. I certify that the prescribed amount has been paid:

- i. For the document(s) : Rs. \_\_\_\_\_
- ii. For postal charges : Rs. \_\_\_\_\_

**Total (in words):**Rs. \_\_\_\_\_

12. Mode of payment:

a)  Online Transaction / UTR No. \_\_\_\_\_ date \_\_\_\_\_ Bank & branch \_\_\_\_\_.  
(Enclose print out of the receipt / transaction. Application will be processed only after confirmation from accounts section.)

Date:

Signature of the Project Staff/Ex Staff

<b>Charges for Obtaining Authenticated Documents from IIT Mandi</b>			
Sl.No.	Document Type	Charges (in Rupees per copy)	Tentative time required to prepare the document
<b>After completion of Degree requirements</b>			
1	Identity Card	50	03 days
2	Duplicate Identity Card (enclose copy of FIR, Affidavit, etc.)	200	02 days
3	Bonafide Staff Certificate	50*	03 days
* subject to the availability/confirmation from concerned departments/sections.			
Postal Charges extra: Within India-Rs.100/- & for Abroad-Rs.1500/-			
Note: Charges for any other documents not listed above will be recommended appropriately and will be levied after obtaining Director's permission. The mentioned charges are valid till the next review.			

### **Payment of Charges:**

The amount, in total, may be paid through Net Banking by transferring/depositing the total amount in the bank account as detailed below:

A/C Name : IIT Mandi SRIC Fund  
Account No. : 7315000100034378  
IFSC Code : PUNB0731500  
Bank : PUNJAB NATIONAL BANK  
Branch : IIT Mandi Branch

The applicant should mention the UTR/Bank Transaction ID or submit the deposit receipt in the application form.

**The application form, complete in all respect (along with the required enclosures) may be submitted/sent To:**

The Assistant Registrar (SRIC & IR)  
Indian Institute of Technology Mandi,  
Old Director office Building, Kamand Campus,  
District: Mandi – 175005 (Himachal Pradesh)  
Phone:01905-267132  
E-mail: [srcoffice@iitmandi.ac.in](mailto:srcoffice@iitmandi.ac.in), [arsric@iitmandi.ac.in](mailto:arsric@iitmandi.ac.in)