



Celebrating 47 Years of Excellence

Vivekanand School

D-Block, Anand Vihar, Delhi - 110 092

VS/SW/2025-26/CIR-036

Date: 20-Jun-2025

Instructions for the Issuance of Temporary and Permanent ID Cards

Dear Parents,

Namaste!

We wish to inform you about the procedure to be followed in case your ward has lost their ID card or has not yet received one. Kindly go through the instructions below and ensure timely compliance where applicable:

Procedure for Lost ID Card

Please ensure the following steps are completed if your ward has lost their ID card:

1. Submission of Written Application

- A written application explaining the loss must be submitted to the class teacher.
- The application should be duly signed by you as the parent/guardian and countersigned by the class teacher.

2. Submission at Reception

Your ward must visit the school reception and submit the following:

- The signed application
- One passport-size photograph in school uniform, with the student's name, class, and section clearly written on the back
- A fine of ₹250/- (to be paid at the reception)

3. Payment Receipt

- A receipt will be issued at the time of payment.
- Your ward must carry this receipt to school until the Temporary ID Card is issued. Failure to produce it when asked may result in the student being marked as a defaulter.

4. Issuance of Temporary ID Card

- The Temporary ID Card will be issued the day after payment.
- It must be collected from the reception by presenting the original payment receipt. No card will be issued without this receipt.
- A confirmatory message will be sent to the parent once the Temporary ID Card has been issued.

5. Validity and Penalty

- The Temporary ID Card will remain valid for 15 days.
- If it is lost, a fine of ₹500/- will be applicable before a new one is issued.

6. Collection of Permanent ID Card

- Once the Permanent ID Card is ready, your ward will be informed.
- Please ensure that the Temporary ID Card is returned at the time of collection. In case it is not returned, a fine of ₹500/- will be charged.
- A confirmatory message will be sent to the parent once the Permanent ID Card has been issued.

We request your cooperation in ensuring that your ward follows the above procedure without delay. For any further assistance, you may contact the school reception.

Warm regards

Poonam Sharma
Principal (Officiating)