



# Delhi Public School Megacity, Kolkata

(An ISO 9001 : 2015 & 14001 : 2015 Certified School)

School Campus : Kalikapur, Dist. Rajarhat, North 24 Parganas, Kolkata -700135,

Ph. : 9073985529, 9073985530, 9073985531, 9836067424

## STUDENT ID CARD REQUISITION FORM

Please ☒ Tick Appropriate Box

☐ Only for record update

☐ ID Card replacement required.

(This form should be properly filled by the parent / guardian in BLOCK letters only)

Please Note : 1. The processing and printing of ID cards will take at least **one month** from date of submission of requisition.  
2. For change in Bus route please contact Transport Department before submission of this form.

### Student Details :

Student Name : \_\_\_\_\_ Gender : M ☐ / F ☐

Class : \_\_\_\_\_ Section : \_\_\_\_\_ Roll : \_\_\_\_\_ Regn. No. :

Admission ID Number : DPSMK/ADM/ \_\_\_\_\_ / \_\_\_\_\_ Blood Group : \_\_\_\_\_

Address : \_\_\_\_\_

Locality : \_\_\_\_\_ Post Office : \_\_\_\_\_

Police Station : \_\_\_\_\_ Municipality/Block : \_\_\_\_\_

District : \_\_\_\_\_ City : \_\_\_\_\_ State : \_\_\_\_\_ Pin :

Father Mobile No.:

SMS / WhatsApp No. : \_\_\_\_\_

Mother Mobile No.:

Paste Stamp size photograph of Student in school uniform

(if a change is required)

Student Aadhar Number :

Father E-mail ID : \_\_\_\_\_

Mother E-mail ID : \_\_\_\_\_

Availing School Transport :

Yes ☐

No ☐

Regn. ☐

Cancel ☐

Route Change ☐

### Change required for : (please tick [✓] the appropriate box)

Address ☐ Contact Nos. ☐ SMS No. ☐ Photo ☐ Blood Group ☐ Transport ☐ Other \_\_\_\_\_

I hereby declare that the above details furnished by me are true to my knowledge and belief.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Parent / Guardian : \_\_\_\_\_

### Transport Details : (To be filled by Transport Department)

Pickup Bus No. \_\_\_\_\_ Pickup Point : \_\_\_\_\_ Time : \_\_\_\_\_

Drop Bus No. \_\_\_\_\_ Drop Point : \_\_\_\_\_ Time : \_\_\_\_\_

Monthly Fee : \_\_\_\_\_ w.e.f. : \_\_\_\_/\_\_\_\_/\_\_\_\_

Updated in Entab ☐ Remarks : \_\_\_\_\_

Signature with date

### Record Updation : (To be filled by EDP Department)

| Updated / Verified : | Address | Contact Nos. | SMS No. | Blood Group | Transport | Photo | Aadhar No. | E-mail ID |
|----------------------|---------|--------------|---------|-------------|-----------|-------|------------|-----------|
|                      |         |              |         |             |           |       |            |           |

☐ Temp. ID / Escort Card issued

☐ Entry in ID Card requisition (Entab) \_\_\_\_/\_\_\_\_/202\_\_\_\_

Order Date

Signature with date

### FOR STUDENT CORNER / RECEPTION USE ONLY :-

Received Amount Rs. : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_ Money Receipt No. : \_\_\_\_\_

Signature of Receiving Official : \_\_\_\_\_

### Accounts Department :

Received Amount Rs. : \_\_\_\_\_

Signature of Cashier : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_