



In supersession of earlier Notification No. ESTATE/330/SOP/D-18483/15358

Dated: 13/08/2026

NOTIFICATION

SUBJECT: STANDARD OPERATING PROCEDURE (SOP) **(For issuance of Student ID card & DTC Bus Pass)**

It is notified to all the Dean/Director/Head/Principal of the Faculties/Departments/Centres/Colleges for adopting the Standard Operating Procedure (SOP) for issuance of Identity card and DTC Bus Pass form be issued to all eligible students under their Faculty/Department/Centre/College of the University may follow a similar check-and-balance mechanism to avoid such forgery in the future:

1. STEPS FOR ISSUANCE OF STUDENTS' IDENTITY CARD:

Step 1: Documents to be verified/collected at the time of issue of ID Card.

- Copy of online Registration Form generated through Samarth.
- Copy of admission confirmation generated through Samarth/List provided by Admission Branch.
- Copy of Fee Receipt containing the transaction reference number.
- Mandate one government-issued photo ID (Aadhaar Card, Passport, or Voter ID).

Step 2: ID Card Records: The Faculty/Department/Centre should maintain a separate Hard-Bound register (course-wise) for the record of issuance of student Identity Cards containing the following details:

S.No.	Name of Student	Course	Enrolment No.	ID Card S.No.	Date of Issue of ID card	Validity of ID card	Student Signature (on receiving)	Issuing Officer In-Charge Signature

Step 3: ID Card Issue: The Department shall issue the ID Card with a Unique ID Number. It may be combination of online registration No. (Last 04 digits of Registration No. XXXX)-Year of Admission (Year of Admission. YYYY)-ID Card Bound Register Sl. No. ZZZ. i.e. 1234/2026/001. It is advisable to issue an ID Card through the Samarth e-Governance Portal D.U. For this, the Faculty/Department/Centre/College may contact DUCC.

Step 4: To avoid any alteration to the issued ID Card: Keep digital records/scanned copies of the issued ID Cards for future reference and verification.

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2. STEPS FOR DTC BUS PASS FORM COLLECTION, VERIFICATION AND RECORD PROCEDURE:

Step-1: Collection of DTC Pass Application Form:

- Application form duly filled and signed by the applicant/student.
- Student's latest photograph pasted on the form (without cap, glasses, facemask, etc.)
- Enclose self-attested copy of the Student ID Card (issued from the Faculty/Department), Govt. approved Photo ID Card (Aadhar/Voter ID/PAN etc.) and the latest fee receipt with the application form.
- It is mandatory that the student show the Student ID Card (in original) issued by the Faculty/Department/Centre of the University of Delhi.

Step-2: Verification of DTC Pass Application Form:

- The Faculty/Department/Centre will ensure that the form submitted by the student has been filled properly.
- Verify the details of the student and the validity of the ID Card from the ID Card Hard Bound Register.
- Ask the student to show the original Student ID Card and any Govt. approved Photo ID Card (Aadhar/Voter ID/PAN, etc.)
- After assuring the authentication of the form, make necessary entries in the DTC Pass Application Record Register.

Step-3: Record of received DTC Pass Application Form:

- A Separate register should be maintained for DTC Bus Pass application/forms containing the name of the student, course/class, roll number, DTC form Number, date of forwarding/verification, the student's signature and the signature of the verifying authority.

* DTC Application Form S.No.	Name of Student	Course	Enrolment No.	Valid ID Card No.	Date of Receiving	Date of Forwarding to DTC Office	Signature of In-Charge

* Give it a number with a combination of the Year/ID Card Sl. No./DTC Application Record Sl.No.

- After making necessary entries in the record register, get the signature of the Dean/Head on the application form.
- For Digital records/scanned verified DTC forms should be maintained for future verification.
- Hand over the original copy of the Application form for DTC Pass to the Student, get a photocopy of the same, and keep it in the record for future reference and verification.
- Send a scanned copy of the form through the official email to the authorised DTC Office for authentication and issue the DTC Bus Pass.

Joint Registrar (Estate)