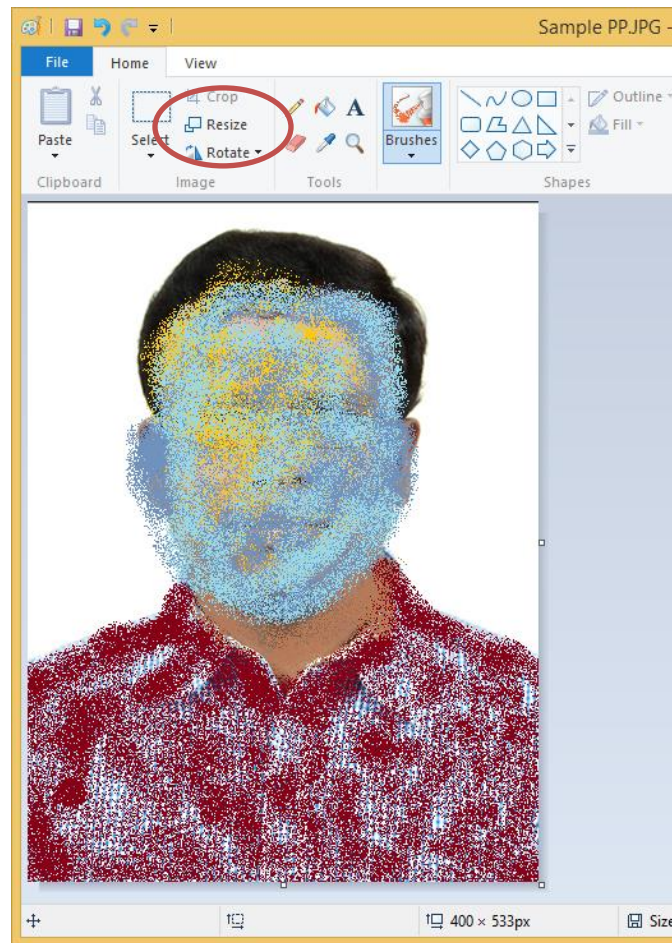
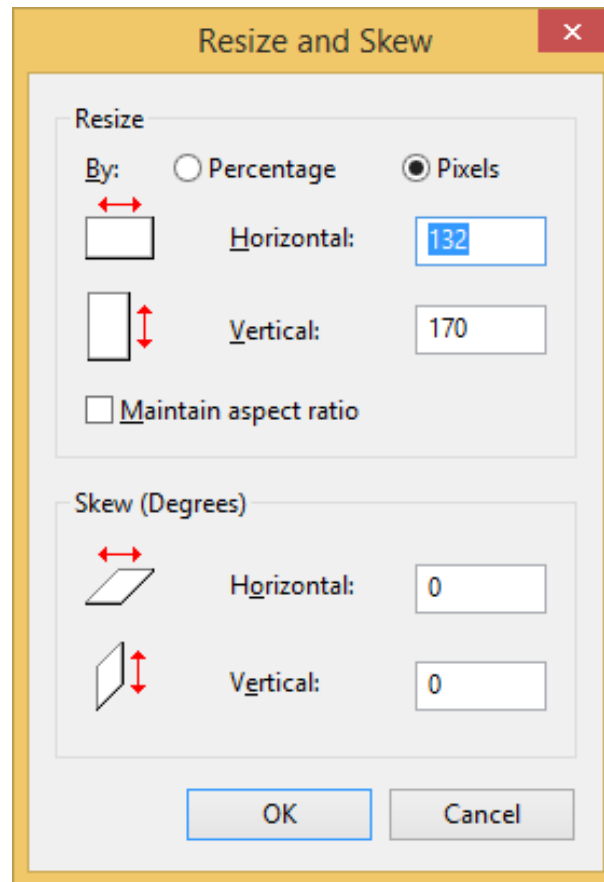


Instructions to Resize Images to different sizes.

Step 1. Open the Image in **MS Paint** (Paint brush) and make sure Image cover up the whole work area of Paint application.



Step 2. Click on Resize tool on the tool bar



Step 3. Select Pixels, uncheck Maintain aspect ration

Step 4. Enter Horizontal value as 132 and Vertical as 170 for Passport Size Photo. and click OK

Step 5. Save the File as .jpg or .png

Step 6. Repeat the above steps 1 to 5 for Date of Birth Certificate with Horizontal value as 595 and Vertical as 842.