



**PROFORMA FOR IDENTITY CARD**

- I. For issue of New ID card first time   
II. ID Card in case of loss /damage/ change of addresses /Upgradation etc.

Old ID Card No. (if any)

\* Please tick any one

Paste recent  
passport size  
photograph

**TO BE FILLED IN BLOCK LETTERS ONLY**

1. Name :  
2. Father's / Husband's Name :  
3. Designation :  
4. Place of Posting :  
5. Date of Joining :  
6. Date of Initial Joining :  
7. Date of Superannuation/End of tenure:  
8. Type of Appointment: Regular/Tenure/Lien/Deputation (Please specify) \_\_\_\_\_  
9. Date of Birth: \_\_\_\_\_ 10. Blood Group: \_\_\_\_\_  
11. Contact No: \_\_\_\_\_ 12. E-Mail: \_\_\_\_\_  
13. Residential Address: \_\_\_\_\_

Signature of the Applicant

**Undertaking**

(In case of loss or damage or change of address etc.)

I ..... agree to deduct cost of ID Card amount of ₹200/- from my salary for issuing the duplicate Identity Card.

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

Signature of the Applicant \_\_\_\_\_

Forwarded

Signature of Section Head



**(To be filled by ER-I / ER-II Section)**

The information furnished by the applicant has been verified from the office records and found correct. It is recommended that a Identity Card may be issued with bearing

No \_\_\_\_\_ to Prof./Dr./Mr./Mrs. \_\_\_\_\_

Designation \_\_\_\_\_ Dept./CTE/Section/Polytechnic/

Center/Model School \_\_\_\_\_ in this University.

**Dealing Assistant**

**Section Officer**

**Deputy Registrar / Assistant Registrar  
(ER-I Section) (ER-II Section)**

**Note:**

- Identity Card is valid for 31.12.2022 or end of tenure which ever earlier.
- Please attach order copy of the Appointment/Transfer order etc.
- Please return old ID card together with this Performa for issuance of duplicate ID card.
- Report/ Complaint copy for loss of ID card may be enclosed for issuance of duplicate ID card.