

PROFORMA FOR ISSUE OF NEW IDENTITY CARDS
(TO BE FILLED IN CAPITAL LETTERS)

PURPOSE : (i) Fresh/Renewal (ii) Loss/Damage (iii) Promn/Transfer (Pls tick)

| | | | | |
|---|------------------|--|--------------------|--|
| Emp.No. | | | OLD ID No. & DATE | |
| | | | | |
| Name | | | | |
| Designation | | | Billunit/Tkt.No. | |
| | | | | |
| Residential Address (Enclose Proof) | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | Pincode | |
| Telephone Number | Mobile | | Office | |
| | Residence | | Blood Group | |
| Identification Marks | (1) | | | |
| | (2) | | | |

Note: The above details will be entered in your identity card. So, please take care while filling in the proforma.

Signature of the employee

Signature of the forwarding officer
with office seal.

| | | | | |
|---------------------|--------------|--|--------------------|--|
| For Office use only | Photo Sl.No. | | ID Card No. & Date | |
|---------------------|--------------|--|--------------------|--|

Address Proof (One of the following)

Aadhaar Card/Driving Licence/Bank Passbook/Ration Card/
Gas Bill/Telephone Bill (Post Paid)/Passport/Salary bill (for
Quarters occupants only)