PROFORMA FOR

IDENTITY CARD

DATA MUST BE FILLED IN
CAPITAL LETTERS USING BLACK INK

Passport Size Photograph Should be attested by Head of the Department/Office
Signature / LTI (Male)/ RTI (Female)

1.	Name																			
2.	Name you would like to print on the Card																			
3.	Designation																			
4.	Department/Office																			
5.	I.D. No.																			
6.	Category	Teaching								Non-Teaching										
7.	PAN Card No.																			
8.	MAS No.																			
9.	Diabetic	Yes											No							
10.	Blood Group																			
11.	Allergic Drug																			
12.	Date of Birth	Day					Month						Year							
13.	Father's Name																			
14.	Address																			
15.	Contact No.																			

Signature of the Head of the Department/Office (With Seal)

Note:- Proforma duly filled with the required information may be sent to the General Section.
One Passport Size Photo along a copy of the appointment, **joining report/ promotion/ transfer etc.**