

PROFORMA FOR IDENTITY CARD

DATA MUST BE FILLED IN

CAPITAL LETTERS ONLY USING BLACK INK

(Only for Guest Faculty/PTT/Fixed Salary/ Project/JRF/SRF/JR/SR/PDF/RA/
/Young Scientist/Daily Wager etc.)

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

1.	Name																						
2.	Name you would like to print on the Card																						
3.	Designation																						
4.	Department/Office																						
5.	I.D. No.																						
6.	Name of the post against which employee working																						
7.	Validity of Appointment	From											To										
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.																						

In case of the services of all such employee have been abolished Identity Card will be surrendered and it will not be used for availing any facility/benefit.

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 with a copy of the first appointment/deployment and tenure etc.
The incumbents whose regular services are one year or longer will be eligible for getting such ID Card.