

IIT ROORKEE
APPLICATION PROFORMA FOR ISSUANCE OF AN IDENTITY CARD

1. Card No.....
2. Name in Full in capital letters.....
3. Employee No.....
4. Son of/Wife of/Daughter of.....
5. Designation
6. Department.....
7. Regular/ Contract/ 'Y' Pool/ New Appointment (If on contract, attach a copy of the letter of appointment)
8. Date of Joining
9. Date of Birth.....
10. Date of Retirement/ Date of termination of the contract.....
11. Blood Group.....
12. Telephone No. (Mob./Res.).....
13. E-mail ID (if any).....
14. Residential Address.....
15. Reason for issuance of a duplicate I-Card of (Loss/Change in designation /Change in address.....

Sample signature (in black ink in this box)

(Signature of HOD with seal)

Verification by the Concerned Establishment Section

Entries from 1 to 10 have been checked & found correct as per record

Dealing Asstt.

Superintendent

Asstt. Registrar/ Dy. Registrar
Establishment Section
(A/B)

- Note:-**
1. Please attach one passport size colour photograph of size 20 mm X 25 mm.
 2. In case of a missing/ lost I-Card, please attach a original copy of the FIR, deposit Rs. 50/- in the Treasury Section and submit the receipt in original alongwith this form.