

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
APPLICATION PROFORMA FOR ISSUANCE OF AN IDENTITY CARD

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

Sample Signature(in black ink in this box)

(Signature of HOD with seal)

Verification of the Concerned Establishment Section

Entires from 01 to 10 have been checked & found correct as per record

Dealing Assistant

Superintendent

Asstt.Registar/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 missing/ lost Identity Card, please attach a original copy of the FIR, deposit **Rs. 100.00** (One hundred only), in the Treasury Section and submit the receipt in original alongwith this form.