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.