



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar

Application for Identity Card

1. Please tick (✓) on appropriate boxes: Fresh appointee Renewal
2. Reason for Renewal/ Replacement: Validity Expiry Loss of Card
Change in designation

Paste recent
Passport Size
colour photograph

3. Employee Particulars:

(Signature of the applicant)

Particulars	To be filled by the employee
Employee Code, Name, Designation and Mobile No.	
Employment Type (Please tick ✓)	Regular <input type="checkbox"/> Institute Contract <input type="checkbox"/>
Name of School/Section/ Dept.	
Blood Group	
Date of Birth (DD/MM/YYYY)	
Date of Joining (DD/MM/YYYY)	
Date of superannuation / Termination of Contract (DD/MM/YYYY)	

4. Undertaking in case of loss of Identity card:

- (a) I do hereby declare that my original Identity Card bearing No _____ is lost under following circumstances: _____
- (b) Therefore, I request to issue me a new Identity card for which I am depositing Rs. 100/- (Rupees Hundred Only) into the Institute Bank Account towards fee for issue a new identity card. I further undertake that in the event of retrieval of my lost Identity Card, the same will be surrendered to Institute immediately by me.

Signature of the Applicant _____

Date _____

Enclosures: (i) Copy of Identity Card (ii) Copy of Fee Receipt (in case of loss of identity card)

(For Establishment Section)

The information furnished by the applicant has been verified to be correct. Identity card may be issued to the employee with validity upto _____.

Verified by

Recommended by

Dealing Asst/ Supdt.
Date:

DR/AR (Estt.)
Date:

Approved by

Registrar

Date:

Note: The employee is required to return the old identity card to the establishment section at the time of issue of new identity card.