

**Government of India**  
**National Informatics Centre**  
**Assam State Centre, Guwahati**

Attach recent\* photo  
(size 3 x 3.5 cm)

\* Photograph should  
be taken within 3  
months.

**Application for issue of departmental Identity Card**

**PART(A): To be completed by the Applicant**

1. Name in Full (Block Letters): \_\_\_\_\_
2. Employee Code: \_\_\_\_\_
3. Father's / Husband's Name: \_\_\_\_\_
4. Designation: \_\_\_\_\_
5. Gazetted / Non-Gazetted: \_\_\_\_\_
6. Mark of Identification: \_\_\_\_\_
7. Unit / Section / Division in which Employed / Posted: \_\_\_\_\_
8. Present Residential Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN: \_\_\_\_\_
9. Phone Number(s): Home: \_\_\_\_\_ Office: \_\_\_\_\_ Mobile: \_\_\_\_\_
10. Blood Group: \_\_\_\_\_
11. Particulars of other passes, if any, already issued:
12. Reason for request:
  - a. Fresh Appointment / Transfer:      Yes/No      Date:
  - b. Change in Designation:              Yes/No      Date:
  - c. Renewal:                                  Yes/No
  - d. Loss:                                        Yes/No
  - e. Any other reason: \_\_\_\_\_
13. Certified that:
  - a. The above information is correct.
  - b. Loss of the pass has been reported to the police vide copy of the report enclosed.
  - c. Penalty for Mutilation/Loss/Change for photograph have been paid vide enclosed Receipt No: \_\_\_\_\_  
Dated: \_\_\_\_\_

Date:  
Place:

(Signature of the Applicant)  
Tele. No:

**PART(B): For use by the Issuing Authority**

Issued Identity Card No: \_\_\_\_\_ Valid from: \_\_\_\_\_ To: \_\_\_\_\_

(Signature of Issuing Authority)

(Signature of the Applicant)

**Recommendation of the Controlling Officer:**