Government of India
National Informatics Centre
Assam State Centre, Guwahati

Application for issue of departmental Identity Card

Attach recent* photo
(size 3 x 3.5 cm)

* Photograph should
be taken within 3
months.

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: (Signature of the Applicant)
    Place: 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: