

**PRESCRIBED FORMAT FOR PHOTO ID CARD**  
(TO BE FILLED IN CAPITAL LETTERS)

1.	Name	
2.	Designation (IN FULL)	
3.	Office	
4.	P.F. Number	
5.	Date of Birth	
6.	Date of Appointment	
7.	Date of Retirement	
8.	Permanent Address	
9.	Phone Number (Cell No or Landline No. with STD code)	
10.	Blood Group	
11.	Identification Marks	
12.	Reason : (TICK APPROPRIATE)  (i) New appointee ( ) (ii) Transfer ( ) (iii) Promotion ( ) (iv) Damaged ( ) (v) Missing ( )	Previous ID card number: _____  <i>Previous ID card must be submitted alongwith application in cases Srl.No.13(ii), (iii),(iv) without fail and in case 13(v) a copy of complaint lodged with State Police or GRP or RPF to be enclosed.</i>

STATION: \_\_\_\_\_

DATE: \_\_\_\_\_

**Signature of the employee**  
(in black ink)

Forwarded by Supervisor

Affix employee  
recent passport  
size colour photo