|  |
| --- |
| Paste  Passport  size  Photo  (Not to be attested) |
|  |

**FORM – A**

**For Officers/Officials of Central Govt. / State Government /**

**UT Administrations and their Attested / Subordinate**

**Officers and Undertaking / Autonomous Bodies**

**owned or controlled by them**

**OFFICE USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE OF ISSUE** |  |  |  |
| **VALID UPTO** |  |  |  |

( **Signature of the Applicant**

**within the box above)**

**(To be filled by Applicant)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **01** | **Type of Identity Card** | | | **Category of Employee** | | | | |
| **(i) Central Government** | | | **Regular/ Casual/Departmental/Employee/Service Personal** | | | | |
| **(ii) State Govt./UT Administration** | | | **Regular/ Casual/Departmental/Employee/Service Personal** | | | | |
| **(iii) Corporation/ Undertaking/Autonomous Body** | | | **Regular/ Casual/Departmental/Employee/Service Personal** | | | | |
| **02** | **Name of the Applicant\***  **(IN CAPITAL LETTERS)**  **(Leave a box blank between Name or Surname or Last Name and write ‘IRS’ after full name (if applicable)** | | |  | | | | |
| **03** | **Designation\***  (in full Form) | | |  | | | | |
| **04** | **Pay and Grade Pay** | | | **Pay:** | | | **Grade Pay** | |
| **05** | **(a) Ministry/ State Govt.**  **(b)Department/Public Undertaking** | | |  | | | | |
| **06** | **Blood Group** | | |  | | | | |
| **07** | **Full office Address of Working Place\***  **(To be used for proper dispatch)** | | |  | | | | |
| **08** | **Date of Birth (DD/MM/YYYY)** | | |  | | | | |
| **09** | **Contact Numbers\*** | **Office:** | | | |  | | |
| **10** | **Father’s/ Husband’s Name** | | |  |  | | | |
| **11** | **Date of Superannuation\*** | | |  |  | | | |
| **12** | **Mark of Identification** | | |  |  | | | |
| **13** | **Gazetted/ Non-Gazetted\*** | | |  |  | | | |
| **14** | **Reasons for Issue( )\*** | | **(i) Renewal [ ]** | | | | | **(ii) Loss/Mutilation [ ]** |
| **(iii) Change in designation [ ]** | | | | | **(iv) Fresh Appointment [ ]** |
| **(v) Transfer [ ]** | | | | | **(vi) Any Other (Specify) [ ]** |

Certified that the aforesaid information is correct and the old ID card No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dt \_\_\_\_\_\_\_\_\_ is hereby enclosed or the old ID Card is lost and the matter has been reported to the police vide receipt No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dt\_\_\_\_\_\_\_\_\_\_enclosed with Rs. 50/- challan. (Delete whichever is not applicable).

**Signature of the Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** **\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Star (\*) marked columns are to be filled mandatorily.

2. All columns are to be filled carefully, without spelling mistakes.