



UNIVERSITY OF KASHMIR

HAZRATBAL, SRINAGAR, KASHMIR - 190006
(NAAC Accredited Grade A+)

Paste
Passport Size
Photograph duly
attested by HOD/
Officer Incharge.

Application Form for Issuance of Identity Card to Permanent University Employee

1. **Name:** _____
2. **Father's/Husband's Name:** _____
3. **Designation:** _____
4. **Employee Code** : _____
5. **Department/Office:** _____
6. **Nature of Appointment Permanent/Temporary** : _____
7. **Date of Appointment:** _____
8. **Date of Birth:** _____ **Blood Group:** _____
9. **Residential Address:** _____
10. **Mobile No. :** _____
11. **Whether an Identity Card previously issued** : _____
(If yes, the previous I-Card will be surrendered with this form)

I hereby certify that the information provided above is correct.

(Signature of the Applicant)

Recommendation of HOD/Controlling Officer. _____

Signature & Seal of HOD/Controlling Officer

Verification by Estates Section

Identity Card in favour of above named University Employee may please be issued. His/ Her particulars have been verified and the applicant has deposited the Fee.

Dealing Assistant

Section Officer

Assistant Registrar (Estates)

Joint Registrar (Estates)

For Office Use Only

Received payments of Rs. _____ vide Receipt No. _____ S.No.of I-Card No. _____

Dated _____

P.T.O

Receipt of Identity Card

I _____ received Identity Card bearing Serial Number _____

Dated: _____

Signature of Receiver

Note:-

- I-Card will be issued after 20 days of Submission of application form.
- Fee for Issuance of I-Card is Rs.150/-. An amount of Rs.150/- be deposited in "Estates Maintenance Fund", Account No.0007040100054833, J&K Bank Hazratbal Srinagar. The receipt of fee is to be attached with the application Form.
- Attach one extra photograph with the application Form.
- Enclose Xerox copy of Appointment/ Promotion Order.

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