

Application for Staff Identity Card

Please affix your
photo

01. Service No. :
02. NIC No. :
03. Full Name : Rev. / Prof. / Dr. / Mr. / Mrs. / Ms.
.....
.....
04. Name with initial :
05. Designation :
06. Nature of Appointment :
(Permanent / Temporary/ Contract/ Assignment)
07. Date of Appointment :
(for present post)
08. Period of Service : From: To:
(For Temporary Appointment)
09. Faculty :
10. Department/Division/Unit :
11. Permanent Address :
.....
12. Contact No. : Office: Mobile:

I annexed herewith one (01) **Passport size** colour photographs.

Date:

Signature of Applicant

- Note:**
- If the application is to renew the existing ID card, the applicant should return the old ID card.
 - If an official ID card is lost, the Card holder should immediately report to the Registrar of the University along with Police complaint report.
 - Your full signature must be within the lines of the rectangular signature area.

Above mentioned details are true and correct according to his/ her personal file.

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Subject Clerk (Estb.)

.....
Deputy/Senior/Asst. Registrar
(Academic Estb./Non- Academic Estb)

Date:

Date:

for the use of Staff and Student Welfare Division

Application processed/ not processed.

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Subject Clerk (SSW)

.....
Deputy/Senior/Asst. Registrar
(Staff and Student Welfare Division)

Date:

Date: