



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16C, Dwarka, New Delhi-110078

Form for Issue of University Identity Card

(See notes below before filling the form)

1. Name: \_\_\_\_\_  
(In capital letters)
2. Father/Husband's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Designation: \_\_\_\_\_  
(Prefix 'Retd.', if Superannuated)
5. Employee Code: \_\_\_\_\_
6. Date of Joining: \_\_\_\_\_
7. Nature of Appointment: (a) Regular  (b) Contractual  (c) Deputation   
Please Tick:
8. Posting (Department/School): \_\_\_\_\_
9. Validity of Card to be issued:  
(a) For Regular Employee: \_\_\_\_\_  
(Date of Superannuation)  
(b) For Employee on Deputation/Contract: \_\_\_\_\_  
(Date of Deputation/Contract)  
(c) Retired Employee: \_\_\_\_\_  
(For a period of 5 years)
10. (a) Permanent Residential Address: \_\_\_\_\_  
(As per office records)  
\_\_\_\_\_  
(b) Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_
11. Contact Details: (Res.) \_\_\_\_\_ (Mob.) \_\_\_\_\_  
Email ID \_\_\_\_\_
12. Blood Group: \_\_\_\_\_
13. Mark of Identification: \_\_\_\_\_
14. Person to be contacted in: Name \_\_\_\_\_ Relation \_\_\_\_\_  
Emergency: \_\_\_\_\_  
Contact No. \_\_\_\_\_

Paste here recent  
passport size  
photograph  
(to be scanned for I.  
Card)

Paste here recent  
passport size  
photograph  
(same as above  
duly attested by  
Dean/HOD)

Signature of Dean/HOD  
(with date & seal)

Signature of Employee  
(with date)

Notes:-

1. Concerned Employee will submit the duly filled up form to Personnel Branch for verification of the credentials and needful.
2. **Identity Card for Regular Employee will be prepared till the date of Superannuation and for employee appointed on Deputation/Contract, Identity Card will be prepared upto the period of Deputation/Contract. Whereas, in case of "Retd. Employee", Identity Card will be prepared for a period of 5 years only and will be renewed thereafter.**
3. For fresh appointment on Regular basis/Deputation/Contract, copy of appointment letter/other relevant documents issued by the University is required to be enclosed
4. In case of change of designation/promotion etc., copy of such relevant order is required to be enclosed, Besides, the previous Identify Card will have to be surrendered.
5. If the previous Identify Card is lost, concerned employee will submit a duly filled up fresh form to personnel Branch alongwith copy of FIR and a proof of depositing the requisite fee of Rs.200/- for further verification and needful.
6. The Retired Employee has to submit a Life Certificate in the enclosed format at annexure 'A' during the month of July every year in the Personnel Branch.

Verification by Personnel Branch:-

Certified that all endorsements as given above at Sl. no.1 to 13 are correct as per Personnel Branch records. Hence, Identity Card may be considered to be issued for the period mentioned at Sl. no. 09 above in r/o the official concerned working in the University/Superannuated on dated \_\_\_\_\_ from the services of the University.

Date:

\_\_\_\_\_  
Signature In-charge Personnel Branch  
(with date & seal)

Forwarded to GA Branch

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General Admin. Branch  
Guru Gobind Singh Indraprastha University  
Sector-16C, Dwarka, New Delhi-110078