

To
The Divl. Personnel Officer
Eastern Railway, Sealdah

For office use only

Fresh / Duplicate

IC No. : _____

Year of Issue : _____

(through proper channel)

Sub : Application for Office Identity Card.

DETAILS OF SERVICE PARTICULARS

(in **BLOCK** letters only)

(Recent Passport
size Photo)

1. Name of Employee : _____
2. Designation : _____
3. Department : _____
4. T/No. : _____
5. Office : _____
6. PF/EMP No. : _____
7. HRMS ID : _____
8. Pay / Level : _____
9. Residential Address : _____

10. DOB : _____
11. DOA : _____
12. DOR : _____
13. Blood Group : _____
14. Height : _____
15. Cut mark : _____
16. Tel. No. (Mob) : _____
17. Tel. No. (Office) : _____

I do hereby declare that all the above information are true and given by me for issuance of a _____ (Fresh/Duplicate) office identity card due to _____. (New Posting/
Promotion/Lost/Damaged).

Thanking you,

Yours faithfully,

Date :

(Signature of Applicant)

Enclo :

1. Photocopy of Office Order
2. Photocopy of AADHAR