



**FOR OFFICIAL USE ONLY**

Particulars checked.

Staff Code generated and filled at B.  
[Not applicable for existing staffs]

.....  
**Particulars verified by**

.....  
**SC generated by**

Particulars verified and/or corrected.

ID Card may be issued.

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**Asst. Administrative Officer**

.....  
**Administrative Officer**

Printed ID Card as per given particulars.

Issued new/fresh ID Card. Retained old ID Card.

.....  
**Printed by**

.....  
**Issued by**

Checked contents printed in the ID Card and found correct. Received the ID Card.

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Signature of the Staff

**Rules governing issue of ID Card:-**

1. The ID Card is for use of the staff concerned only and non-transferrable.
2. Any loss and/or damage to the ID Card should be reported immediately to the Administrative Officer in writing.
3. The ID Card must be surrendered while leaving the Centre temporarily/permanently, or whenever called for by the administration.
4. Staff should compulsorily wear ID card while on duty and should preferably wear the ID card when on duty outside the Centre also, says while attending training programme or participating in a conference, etc.
5. The ID Card should not be used for any illegal purpose or misused for any purpose.

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Signature of the Staff

\* N.B. – Original to be kept at ID Card issuing seat in Establishment office. One copy to be kept in the Personal File. Printing seat may also keep a photo copy.