



SUMANDEEP VIDYAPEETH

Declared as An Institution Deemed to be University U/S 3 of UGC Act 1956
Accredited - NAAC 'A' Grade & Conferred with UGC-CATEGORY-1 status

EMPLOYEE IDENTITY CARD APPLICATION FORM

ATTACH
RECENT
PASSPORT SIZE
PHOTOGRAPH

First application for ID card Reissue application for ID card

Institution/ Section/ Department: _____

Name (capitals) _____
(Name) (Middle Name) (Surname)

Date of Birth: Gender: Male Female Blood Gp. _____
d d m m y y y y

Designation: _____ Teaching staff Non teaching staff

Date of Joining: E mail ID: _____
d d m m y y y y

Ten digit Mobile No.

Residential Address: _____

Pin Code:

Note:

- This identity card must be carried with you during working hours.
- Misuse of ID card shall invite disciplinary action.
- It is your responsibility to ensure the details are up to date on the ID card.
- This card must be produced on demand by security staff or any other authorized person of SVDU.
- Reissue of ID card will be against payment of stipulated fees.
- On leaving the job at organization, this card must be deposited in the HA & E Department.

Employee Declaration:

I declare that the information given by me in this application is correct. I have read & accept the terms & conditions.

Date:

Signature of Employee

OFFICIAL INSTITUTION / SECTION SEAL

Signature of HOI/HOS