

APPLICATION FOR ISSUE OF BAR CODED IDENTITY CARD FOR STAFF

Visakhapatnam

Dt:

To
The University Librarian
Knowledge Resource Centre
GITAM University
Visakhapatnam – 45.

Paste one
recent passport
size colour photo
& staple two
more colour
photos

Sir,

I _____ working as _____ GIT/GIS/ GIM/GSIB/
GDC&H/GIP/CAO/GCDL/GSOA/GSL I request you to kindly arrange to issue me Bar Coded
Identity Card.

Thanking you sir,

Yours faithfully,

(SIGNATURE)

Name :

Pin :

Institute :

Dept. :

Designation :

Blood Group :

Permanent Address :
(As given in the Office)

Temporary Address :
(As given in the Office)

Ph. No. (Land Line) :

Mobile No. :

Approved by _____ Card Issued by _____ Card Received _____

Note: For issue of duplicate ID card, an amount of Rs.100/- is to be paid in the Lending Section.

Recommendation of HOI / HOD