

Nehru Library
CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Guidelines for submitting the Application/Performa for Retired Employees/ Employees for Identity Cards

1. All Retirees will have to fill up the performa for ID card available on website and submit it to the concerned department. All departments will verify the information and send filled in performa to the Library for preparation of Smart ID Card. Also a copy of the form will be sent to Pensioners' branch to update the retired employees' or Pensioners' database. (dispatch Nos is mandatory)
2. In case of **in- position employees**, updated information like spouse and dependents name & Age will be provided by concerned department to the Incharge, Computer Section, COBSH so that their eligible dependent could also avail the cashless medical facility. Also A copy of the form will be sent to Library for preparation of Identity Card. However, All Employees will have to fill up the Performa for ID card available on website and submit it to concerned department. (dispatch Nos is mandatory)
3. All Employees as well as Retirees will have to visit Library personally for digital photo and signature.
4. Nehru Library will prepare the Identity Cards of Retired and In-position employees, howerever, Identity Cards will be issued by the Office of Registrar.

Bhims 22/2/19
(University Librarian)

(Through Proper Channel)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Performa for Retired Employees/ Employees

(One copy should be sent to Pensioners' Branch for Retired Employees
One copy should be sent to In-charge Computer Section, COBS&H for in Position Employee)

Library ID No.....
Name (Capital Letters).....
Designation.....
Department/ College.....
Date of Birth
Date of Superannuation.....
Unique Id /PPO No.....
Blood Group.....
Allergic of Medicine.....
Aadhaar No
PAN No
Permanent Address.....
Contact Num & Official Email ID.....
Spouse Name & Age.....
Dependants Name & Age.....
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.....
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Attested
Photo

I undertake to abide by the Rules of the University. I also undertake to obtain 'No Dues Certificate' from the Library at the time of leaving the University.

Signature of Applicant

Recommendation of HOD/Office

Certified that Dr./Mr./Ms is/was an employee of this department/Office. The particulars given by him/her overleaf are correct. It is therefore, recommended that he/ she may be allowed for Identity Card/ Identity Card (for Retd.).

Dated:

Seal

Signature

Dispatch No. :

Date: