

PUNJAB STATE POWER CORPORATION LIMITED

INPUT PERFORMA FOR IDENTITY CARD

(USE BLACK PEN TO FILL FORM)

Employee's Code (Must be filled)
 (Allotted in HR Database)

First Name
Middle Name
Last Name

Father's Name

Date Of Birth 19__
 DD MM YYYY

Income Tax A/C No.
 (PAN No.)

Category
 (Tick the Appropriate Box) Gen SC BC EX_Man Land Priority Fredom Sports Physically Compassionate
 Man Man Challenged Ground
 Fighter

Blood Group
Dt.of Joining
 DD MM YYYY

Present Designation
Present Office
Address

Permanent

Correspondence

 Distt : Pin :

 Distt : Pin :

Telephone No.
Office
Residence
Mobile

**Colored Passport
 Size Photograph
 Duly Attested**

PASTE ONLY

**Colored Passport
 Size Photograph**

**DO NOT WRITE
 ON PHOTO**

PASTE ONLY

Signature/Thumb Impression of the Employee

Reason for Issuing Identity Card

New Joining	(dt.Of Joining)	(Designation)	(Office)
Transfer*	(Dt of Departure)	(Previous Office)	(Dt of Join. At New Office) (Office Where joined.)
Promotion*	(Dt of Departure)	(Previous Post)	(Previous Office) (Dt of Join. Present Post) (Office Where joined.)
Damaged*	(Kindly attach damaged Original ID – Card)		
Lost	(BA-16 No.) Attach proof	(Dt Of Issue of BA-16)	(FIR NO) Attach proof (Dt of Issue of FIR No.)

Attested By :

Note : -

1. Attesting Officer must ensure before attesting that the entries in the form are correct.
2. Attesting officer should not be below the rank of Senior Executive Engineer.
- *3. Attach original I-Card in case of damages / Transfer / Promotion.
4. Extra Passport Size Photograph without attesting ,should be attached with the Form.
5. In case of No Empid , Please submit HR Form to SE /Information& Technology.
6. Do not staple the photo.

Signature of Officer

Name Of Officer _____

Designation _____

Official Stamp _____