OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
CENTRAL REVENUE BUILDING: I.S.PRESS ROAD: COCHIN-682 018

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C.No.II/22/2/2012 Estt. Date : 12/04/2013

Sub: Issue of Plastic Identity Card - reg.

It has been decided to issue plastic identity cards to the officers of this Commissionerate. A proforma to be enclosed along with the application has been amended accordingly.

Henceforth, while forwarding the application for the identity card, a filled in proforma should be accompanied with details, if not the same will not be entertained.

This is for information and further necessary action.

(K. C. JOHNY)
ADDITIONAL COMMISSIONER

Encl : Application for identity card.

To

The Deputy/Assistant Commissioner, Ernakulam I/II/ Muvattupuzha/ Service Tax/Kottayam Division.

The Deputy Commissioner, Chief Commissioner's Office, Cochin.

All section Heads in Hqs Office, Cochin.

APPLICATION FOR ISSUE OF IDENTITY CARD

From

To

The Commissioner
Central Excise & Customs
Cochin Commissionerate

Sir

I may kindly be provided with a laminated identity card. The details are furnished below

1. Name :
2. Designation :
3. Date of Birth/Height :
4. Contact No. Self/spouse :
5. Date of joining in the present cadre :
6. Colour of eye/blood group :
7. Identification marks : (i)
   (ii)
8. Details of identity card issued earlier :
   whether surrendered of not
9. Reason for issue of new Identity card : Appointment/Promotion/Loss/Mutilation/Defaced
10. Background colour of photos : Group A- Blue, Group B- Green, Inspectors- Red,
    Others – Yellow/Cream
11. No of stamp size photographs : Two (one pasted on Proforma & one enclosed)

(Please fill up all the details given in attached Performa except at serial No. 1, 11, 12 & 13)

Yours faithfully

Place :

Date :

PROFORMA FOR ISSUE OF PLASTIC IDENTITY CARD

(TO BE FILLED IN BY CAPITAL LETTERS ONLY)

Please paste stamp size photo here

1. Serial No. :
   (Not to be filled by applicant)
2. Employee Code No. :
3. Name :
4. Designation :
5. Date of birth :
6. Height (in cms) :
7. Blood Group :
8. Identification Marks :
9. Contact No. Self/Spouse :
10. Signature of Card Holder : ...
11. Identity Card with star : Yes / No
    (Not to be filled by applicant)
12. Instructions (4 or 6) :
    (Not to be filled by applicant)
13. Signature of Issuing Authority : ... Jt/Addl Commissioner