APPLICATION FOR ISSUE OF IDENTITY CARD

From

To

The Commissioner
Central Excise & Customs
Cochin Commissionerate

Sir,

I may kindly be provided with a Plastic 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 or not
9. Reason for issue of new Identity card : Replacement with Plastic I.D /Appointment Promotion/Loss/Mutilation/Defaced
10. Background colour of photos : Group A- Blue, Group B- Green, Inspectors- Red, Others – Yellow/Cream

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

Yours faithfully

Signature:
Name :
Designation:
Formation:

Place :

Date :

PROFORMA FOR ISSUE OF PLASTIC IDENTITY CARD

(TO BE FILLED IN BY CAPITAL LETTERS ONLY)

Photo Number
[To be given by the Photographer]

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 (Not to be filled by applicant)	:	Yes / No
12.	Instructions (4 or 6) (Not to be filled by applicant)	:	
13.	Signature of Issuing Authority	:	... Jt/Addl Commissioner

APPLICATION FOR PENSIONER'S IDENTITY CARD

1. Name of the Applicant :
2. Residential Address :
3. Telephone Number :
4. Blood Group :
5. Date of Birth :
6. Date of Superannuation :
7. Post held on retirement :
8. Pay scale :
9. Last pay :
10. Average emoluments :
11. Qualifying service :
12. Pension originally sanctioned :
13. PPO No and Date :
14. Signature of the Pensioner :

CERTIFICATE

Certified that the information furnished by the individual is verified with the records and found correct.

ADMINISTRATIVE OFFICER

Instructions

1. Every detail/column in the application should be filled up. No column should be left blank.
2. Two stamp size photographs of any background colour should be enclosed along with the application.
3. A Challan of Rs 50/- is to be enclosed for cost of ID card.
4. Old Identity card should be enclosed along with application.
5. Application is to be signed by AO in divisions and AO (DDO) in Head Quarters Office Cochin.