ALLAMA IQBAL OPEN UNIVERSITY
ISLAMABAD

APPLICATION FOR EMPLOYEE'S IDENTITY CARD

Employee No (Pay slip No.): _____
(For regular employees only)

Name: _____

Father's Name: _____

Designation: _____ BPS: _____

Department/Region: _____

Please Paste Passport Size Picture

Cell No: | | | | | - | | | | | | | |

CNIC: | | | | | | - | | | | | | | - | |

Permanent Address: _____

_____

Job Status: (Please tick) **Regular** ☐ **Contract** ☐ **Deputation** ☐ **Daily Wages** ☐

Status of card applied For: **Fresh** ☐ **Renewal** ☐ **Duplicate** ☐

Emergency Contact: _____ Blood Group: _____ Email Address: _____

Employee's Signature
(Please signature with black thick marker)

_____
Head of Department/Regional Head

Please note that:

1. *In case of fresh I.D Card a copy of assumption order and for renewal of previous one, expired card in original must be attached with the application along with copy of salary slip.*
2. *Employee's Identity card will be carried by the person when on duty at University. This card should be displayed during the working hours.*
3. *The loss of employee's card must be reported immediately to the issuing authority.*

REGISTRAR DEPARTMENT (For Official Purpose)

Verified by: _____
Issuing Authority

COMPUTER CENTER (For Official Purpose)

Date of Issue: _____ Expiry Date: _____