

Tele: 23014523

A/88296/CAO/A-2(B)

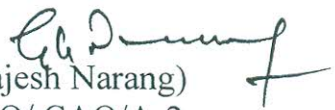
of August 2016

MINISTRY OF DEFENCE
OFFICE OF JS(E/CAO)

ISSUE OF PERMANENT IDENTITY CARD
TO AFHQ EMPLOYEES

Issue of Permanent Identity Cards to all employees of Armed Forces Headquarter Services by Dy CAO (MP&B), O/o JS (E/CAO) is being initiated.

2. Application form to be submitted by all employees is enclosed. The Application Form duly completed along with a copy of latest Pay Slip may be forwarded to SAO/A-2, O/o JS (E/CAO) by the concerned Admin Section duly verifying the credentials from the Service Record of the officials for Issue of Permanent I.Card.
3. The cards so issued shall be given to the concerned official's only (in-person) after obtaining his/her acknowledgement.
4. In case of change in designation by way of promotion, fresh application needs to be forwarded through admin concerned along with original Permanent I.Card so issued for replacement.
5. In case of Card loss, the same may be intimated to the issuing authority immediately with a copy of FIR. Duplicate Permanent I Card shall be issued only after paying a penalty of Rs.100/- to CAO/Welfare.


(Rajesh Narang)
SAO/ CAO/A-2
For JS (E/CAO)

Encls : As stated above

All Branches/Dtes of IHQ of MOD(Army), (Navy) (Air) & ISOs
(through Admin Sections)

Copy to :-

Sr. PPS to JS(E/CAO)
PS/PA to All Dy CAOs
CAO/EDP

PS to all Directors
: for uploading on CAO's website.

✓ All Sections of Admin Gp of CAO's office
All recognized Association A-1(A)

**APPLICATION FORM FOR ISSUE OF NEW/DUPLICATE/
REVISED PERMANENT IDENTITY CARD FOR AFHQ
EMPLOYEES**

Two color
photographs
with white
background size
2" x 1.5" (one
to be pasted and
the other to be
attached.

PART 'A' TO BE FILLED BY THE APPLICANT

1. Employment ID : _____
2. Name of the applicant in full : _____
3. Designation and Group : _____
4. Residential Address : _____
5. Contact No (Mobile No) : _____
6. Height (in Ft & Inch) : _____
7. Blood Group : _____
8. Date of Birth : _____
9. Date of Superannuation : _____
10. ADHAAR card No : _____
11. Visible identification Mark : _____
12. Complete Office Address : _____
13. Adm Group : _____

UNDERTAKING

I, _____, hereby declare that the information given above is correct to the best of my knowledge. I undertake to deposit this card on or before superannuation or leave the service whichever is earlier.

2. I have deposited permanent I. Card number previously held by me in my Admin Group/ I have not been issued any permanent I.Card previously.

3. In case of loss, I will immediately report the same to the Police Authorities and forward copy of the complaint so registered to my admin group for issuing me a duplicate Permanent I.Card on payment of Rs.100 (One Hundred Rupees) to CAO/Welfare.

Date : _____

(Signature of applicant)

PART 'B' (To be filled by concerned Admin Section)

Certified that the details furnished by the individual at Sl No 1 to 13 (except 6,7 & 11) have been verified and found correct. One copy of the form has been placed in Service Record.

(Signature of Administrative Officer)

SAO/A-2