

# ASSAM POWER GENERATION CORPORATION LTD.

Date: ...../...../.....

To,

The General Manager (HR),  
Assam Power Generation Corporation Ltd.  
3<sup>rd</sup> Floor, Bijulee Bhawan, Paltanbazar,  
Guwahati-781001

Sub: **Application for Personal Identity Card.**

Sir,

In pursuance of Board's Memo No. ASEB/GA/401/91/Pt/A Dated: 5<sup>th</sup> December 1992, I am to request you kindly to issue me a Identity Card in respect of which I furnish below the necessary particulars.

## PARTICULARS OF THE EMPLOYEE: (ALL IN BLOCK LETTERS)


1. Full Name :-
2. Father's/Husband's Name :-
3. Official Designation :-
4. Establishment in which working :-  
at present with location
5. Date of Birth :-
6. Sex (Male/Female) :-
7. Permanent address with name :-  
of police station
8. Present address of residence :-
9. Identification Mark :-
10. Blood Group :-
11. Contact No. :-
12. 2(two) copies of stamp size  
Photograph to be enclosed

### **Verified by:**

Controlling Officer of the  
Employee

**Yours Faithfully**

NB: Model From of Identity Card

	<b>ASSAM POWER GENERATION CORPORATION LTD.</b>	
	Reg. Office: Bijulee Bhawan, Paltanbazar, Guwahati-781001	
	ID NO. <input type="text"/>	DATE OF ISSUE: <input type="text"/>
	<b>IDENTITY CARD</b>	
<input type="text"/>	Name :	
	Father's Name :	
	Designation :	
	Blood Group :	
	Date of Birth :	
	Identification Mark :	
	The above named person (Photo alongside) is an employee of the Assam Power Generation Corporation Limited.	
Card Holder's Signature	Issuing Authority	

Office Address	:	
Permanent Address	:	
Present Address	:	
Contact No.	:	
<b>IMPORTANT</b>		
1. This card is not transferable and is to be produced on demand.		
2. This card is property of Assam Power Generation Corp. Ltd. & is to be returned to the issuing Authority on termination or retirement from service.		
3. The loss or finding of this card should be reported to the issuing officer and to the nearest Police Station.		
4. Card holder should keep a record of the serial number of this card.		
5. Impersonation of the authorised holder of an Identity Card or its alteration/ destruction or its transfer to other person are penal offences.		