

JADAVPUR UNIVERSITY
KOLKATA – 700 032

Ref. No. : REC/N/249/2018
Dated : August 2, 2018

CIRCULAR

It is notified for information of all concerned that new Identity Card will be provided to the employees of the University (Teaching, Non-Teaching & Officer) who have joined very recently (within last one year). For preparing the same, information is requested in the following format to be submitted in plain paper to the Senior Superintendent, Estate Section within August 31, 2018

1. Name :
2. Designation :
3. Employee ID :
4. Residential Address :
5. Telephone No.
 - a) Mobile :
 - b) Emergency Contact :
6. Date of Birth :
7. Blood Group :
8. Sex :
9. Next of Kin :

Photograph of the Employee (Do not staple)	(Paste here)
Signature of the Employee (with black ink)	


REGISTRAR (Actg.)
21/8/18