

JADAVPUR UNIVERSITY
KOLKATA - 700032

Ref. No.: REC/N/299/22

Date: 18/10/2022

C I R C U L A R

This is to notify for all employees of Jadavpur University that our existing **Employees Identity Cards** are going to be expired on **31.12.2022**. So the duly filled in Identity Card forms (which are attached herewith) for Teaching/Officer/Non-Teaching Staff will have to be submitted to **Estate Section 15.11.2022**.

All concerned are requested to co-operate with Estate Section.


18.10.22
Registrar

To: - All departments/Sections/Schools/Units/Centre
(Including Salt Lake Campus)

Mr. Shyamal Bose-System Administrator, for display in the JU Website

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Employee Identity Card Form

1) NAME (Block Letters)	:	
2) DESIGNATION	:	
3) EMPLOYEE ID	:	
4) RESIDENTIAL ADDRESS	:	
5) CONTACT NUMBERS	-	
a) Mobile Number	:	
b) Emergency No.	:	
6) DATE OF BIRTH	:	
7) BLOOD GROUP	:	
8) SEX	:	
9) NEXT OF KIN	:	

<p>Employee Passport Size Photograph (Do not staple)</p>	<p>Signature of the employee (with black ink)</p>
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