



ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD

APPLICATION FOR EMPLOYEE'S IDENTITY CARD

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

Name: _____
Father's Name: _____
Designation: _____ BPS: _____
Department: _____

PHOTO

Cell No:

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CNIC:

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Permanent Address: _____

Job: Status: (Please tick) **Regular** ☐ **Contract** ☐ **Deputation** ☐ **Daily Wages** ☐
Status of Card applied for: **Fresh** ☐ **Renewal** ☐ **Duplicated** ☐
Emergency Contact: _____ Blood Group: _____
Email Address: (If any): _____

Head of Department/Regional Head

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

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 alongwith 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: _____