



Annamalai University



Staff ID Card Request Form

Name : _____ Staff ID : _____
Title : Dr. / Mr. / Ms. Gender : M / F ; Blood Group : _____
Designation : _____ Date of Birth : _____
Dept / Section : _____ Phone : _____
Faculty : _____ Mobile : _____
e-mail ID : _____

Request Category

- A - Transfer / Promotion / Redesignation (From _____ To _____)**
- B - Damaged / Not Working / Correction - Rs. 200/-**
- C - Lost Card - Rs. 400/-**

Corrections to be made (If any): Photo Change (Attach CD - JPEG, 200K and white background)

- Title : _____ Phone/Mobile No. : _____
- Designation : _____ e-mail ID : _____
- Address : _____

Payment Details (For B/C Categories only)

Amount : Rs. 200 / Rs. 400

Challan Number : _____

Date : _____

Staff Signature

For all Categories

HOD/Section Head

COE/Dean/Director/DR/AR

For **LOST CARD** Only (Category C)

DR(Estt.)

Registrar

ADIC Office use only

Application Number : _____

Remarks:

Biometric In-charge

Sect. Officer

Director

NOTE : # Applicant should come in person to submit application form and to collect new card after handing over old card.
SMS will be sent when the card is ready