



PROFORMA FOR MANUU IDENTITY CARD

*Please tick any one.

I. For issue of New ID card first time:

II. ID Card in case of loss /damage/ change of addresses /Upgradation etc.

* Old ID Card No. If any

Paste
Your recent photo

To be filled in Block letters only

1. Name :
2. Father's Name :
3. Designation :
4. Name of the Dept. /Section :
5. Date of Joining :
6. Date of Superannuation /End of tenure :
7. Type of Appointment/Regular/Tenure/Contract/other-specify:
8. Date of Birth (as per office record): _____ 9. Blood Group: _____
10. Contact No: _____ 11. E-mail: _____
12. Residential Address: _____

Date: _____

Signature of the Applicant _____

Forwarded:

Section Head/In charge with stamp:

Cont.....

Gachibowli, Hyderabad - 500 032, Telangana, India

Admn & Gov: Tel Fax - 040- 23006609 Email: manuuang@gmail.com
MANUU EPABX 2300-6612, 13, 14, 15 Website: www.manuu.ac.in

Undertaking

(In case of loss or damage or change of address etc.)

I agree to deduct cost of ID Card amount of Rs.200/- from my salary for issuing the duplicate ID Card.

Date:

Signature of the Applicant

(To be filled by ER-I/ER-II Section)

The information furnished by the applicant has been verified from records and found correct.

Date:

In-charge ER-I/ER-II

(To be filled by Administration & Governance Section)

The information furnished by the applicant has been verified by the ER-I/ER-II section and found correct. It is recommended that a ID Card No _____ be issued to Prof/Dr/Mr/Mrs _____ Designation _____ Dept/Section _____ in this University.

Dealing Assistant

In-charge Admin & Gov-Section

Note:

- Identity Card is valid for 31.12.2022 or end of tenure which ever is earlier.
- Please attach order copy of the Appointment/Transfer order etc.
- Please return old ID card together with this Performa for issuance of duplicate ID card.
- Report/ Complaint copy for loss of ID card may be enclosed for issuance of duplicate ID card.