

Office Letter No

Or

Dept Letter No.

From: _____

To : _____

Date :

Sub: Renewal and issuing of New ON DUTY CARD PASSES staff of working under .

Employees Working Particulars

ADRM approval Present Letter No.

dated

1	Employee Name	:	
2	Working Place	:	
3	Designation	:	
4	Employee Number	:	
5	Old On duty No / New	:	
6	Date of Birth	:	
7	Date of Appointment	:	
8	Date of Retirement	:	
9	Basic Pay & Level	:	
10	Pay Band & Grade Pay	:	
11	Jurisdiction	:	
12	Mobile No / Phone No	:	
13	Two copies of Passport size present photograph	:	

Forwarded:

Employee Signature