

GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
(CARETAKING BRANCH) NEW DELHI-110002

F. No. 71 (18/DSW/CTB/I-Cards/19-20/ 17811 - 17851

dated:-

10 FEB 2021

CIRCULAR

Sub:- Regarding issuance of PVC New official Identity Cards.

Please find enclosed herewith a proforma for issue of PVC new official identity card for regular / outsource / contractual staff working in Department of Social Welfare. All in-charges of district offices/Homes/ Institutions/Branches of DSW (HQ) are hereby requested to furnish the details in CTB Branch as per Identity card proforma for all regular/outsource / contractual staff working in your jurisdiction within a week for issuance of new identity cards.

This issued with the prior approval of Competent Authority.

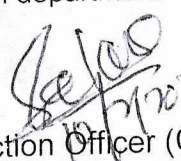

10/2/2021
Section Officer (CTB)
Department of Social Welfare

F. No. 71 (18/DSW/CTB/I-Cards/19-20/ 17811 - 17851
Copy to information :-

dated:-

10 FEB 2021

1. P.A. to Director (SW), GLNS Complex, Delhi Gate, New Delhi-02.
2. All DSWOs/Homes/Institutions/Branch of DSW (HQ).
- ✓ 3. Sr. System Analyst, DSW (HQ)- with the request to upload the circular on department website.


10/2/2021
Section Officer (CTB)
Department of Social Welfare

APPLICATION FOR THE OFFICE IDENTITY CARD

Affix photograph

1. NAME OF THE EMPLOYEE :
2. FATHER / HUSBAND NAME
3. DESIGNATION
4. DATE OF BIRTH
5. DATE OF JOINING
6. RESIDENTIAL ADDRESS
7. BLOOD GROUP
8. PHONE NO (Mobile No.).
9. REGULAR POST/ OUTSOURCED POST
(If outsourced mentioned contract period)
10. PREVIOUS I-CARD NO.
11. REMARKS THE ABOVE CONTENTS IN APPLICATION ARE TRUE

APPLICANT SIGNATURE

Supdt./ DDO/HOO

WITH OFFICE SEAL

DY. DIRECTOR (CTB)
HEAD OF OFFICE
ISSUEING AUTHORITY

*Affix one passport size photograph and one stapled with the application.