

**FORM 'D'**  
**REQUISITION FOR ISSUE OF ADMISSION CARD**

This requisition is to be accompanied with a recent passport size photograph.

Please  
paste the  
photo

**PART I**  
**(To be filled in by the applicant)**

1. Name (in block letters) .....
2. Father / Husband's Name .....
3. Department /Office/Organisation .....
4. Designation/Scale of Pay .....
5. Gazetted/ Non-Gazetted.....
6. Mark of Identification .....
7. Reason for request (Fresh Appointment/Transfer/Change in Designation / Renewal /Mutilation/any other reason.....  
.....
8. Date of retirement (in case of Retd. Govt. employee) .....

Certified that the above information is correct. The previous Identity/Admission Card No.....dated.....is enclosed /has been returned to ...../ has been lost. The loss of the Card has been reported to the Police and the copy of the report is enclosed.

Penalty for Loss / Mutilation / Late Renewal / Charges of Photograph etc. has been paid vide Receipt No....., dated .....

Dated .....

*Signature of the applicant*

*Telephone No.....*

**PART II**

**( To be used by the Sponsoring Authority)**

Diary No.....

Dated .....

Forwarded to Secretariat Security Section, Home Department.

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

Approval of the Competent Authority for issued of Admission Card has been / has not been obtained.

Period .....

REMARKS.....

*Signature & Official Seal of the Sponsoring Authority*

Dated.....

*Designation.....*

*Telephone No.....*