



VALLABHBHAI PATEL CHEST INSTITUTE

University of Delhi, P.O. Box No. 2101

Delhi - 110007

VPCI/Admn-II/Misc/2025/ 774

Date: 31 July, 2025

CIRCULAR

Subject: -Submission of Application Forms for Preparation of newly introduced Employee Identity Cards for Permanent Staff.

All employees of the Institute are requested to submit the duly filled **Employee Identity Card Application Form** (printed overleaf) to the Administration Section of the Institute for the issuance of newly introduced official ID cards.


To ensure uniformity and accuracy, the following documents must be enclosed with the application form: -

- **Two recent passport-size colour photographs with preferably blue/red background.**
- **Old Original issued ID card**
- **The application must be duly forwarded by the concerned Head of Department (HoD)**

The ID card will serve as the official proof of identity within the Institute and may be required for accessing various services and facilities. It is, therefore, imperative that the information provided is **complete, correct, and up to date.**

Please note that **Incomplete forms, or Forms not routed through the respective HoD/Sectional In-Charge, will not be accepted.**

This issues with the approval of the Competent Authority.


Assistant Registrar

Admin.-III

To,

- All HoDs/Section Heads,
VPCI

- for information of the staff

Copy to: -

- P.S. to Director - for information of the Director.
- P.A. to Deputy Registrar - for information of the Deputy Registrar.
- Sh. Manish Vaid - for uploading the Notification on Institute's website.
- Master File/Guard File



VALLABHBHAI PATEL CHEST INSTITUTE
UNIVERSITY OF DELHI

Employee's identity card request form
(PLEASE FILL IN CAPITAL LETTER)

NAME

DESIGNATION

RESIDENTIAL ADDRESS

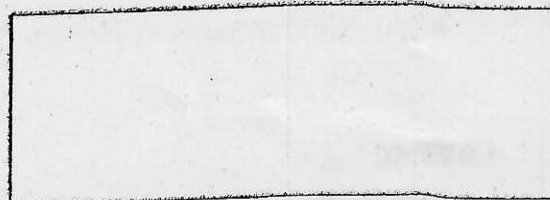
DATE OF BIRTH

BLOOD GROUP

IDENTITY CARD No.

CONTACT No.

DATE OF ISSUE



Signature of card holder