

To, To,
The General Manager (Pers.),
P.S.I.E.C., Sec-17
Chandigarh

Sub. : **Issuance of Identity Card.**

Sir, prescribed

Respectfully it is submitted that, I have **Lost my I-Card / Promoted as**

_____ w.e.f. _____ / **Changed my address / Joined as**
_____ w.e.f. _____.

Kindly issue me I-Card as per particulars mentioned below :-

Name :

Father's / Husband Name :

Designation :

Identification Mark :

Date of Birth :

_____ Date

Retirement _____

Phone No. (Office) :

Phone No. (Res.) :

Residential Address :

Permanent Address :

I declare that the information provided by me is fully correct and I am fully responsible of wrong information mentioned above, if any.

Thanking you.

Your's Faithfully,

Encl :

Two recent Passport size Photographs

Copy of FIR (in case of Lost)

Original Old Identity Card (in case of Promotion/Change of Address/ etc.)