

To,

The Deputy Secretary to the Govt. of Assam,  
General Administration (Sectt. Estt.) Deptt.,  
Dispur, Guwahati-6.

Dated .....

Sub : Application for PVC I-Card for Assam Secretariat.

Sir/Madam,

In inviting a reference to the subject cited above, I am furnishing herewith **the** following information along with **1 (one) photocopy of ID proof (PAN/ Aadhaar Card)** mentioning my date of birth, a copy of my **order of attachment/ posting** and 2 (two) copies of recent passport size colour photographs for issuing PVC I-Card for Assam Secretariat :-

1. Name (Capital Letters) :
2. Designation :
3. Department where posted now :
4. Present Residential Address :
  
5. Date of Birth (along with copy of proof) :
6. Date of Superannuation :
7. Mobile No. :
8. Emergency Contact No. :
9. Blood Group :
10. 2 (two) copies of passport size photographs :
11. Recommendation of Departmental Nodal officer with seal  
(**Joint Secretary or above**) :

Yours faithfully,

(Specimen signature of applicant)

**\* Incomplete Applications or Applications without recommendation will be rejected.**