

To,

The Under/ 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 :
officer with seal
(Section Officer or above)

Yours faithfully,

(Specimen signature of applicant)

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