

**POLICIES REGARDING ISSUE OF
OFFICIAL IDENTITY CARDS AND LANYARDS FOR
REGULAR, PERMANENT EMPLOYEES OF THE INSTITUTION
(As per the CAC decision dated 17-11-2022)**

1. Identity Card

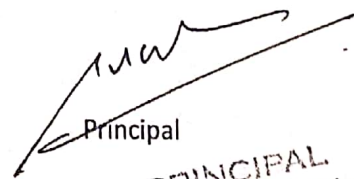
- (a) A new identity Card will be issued whenever an employee joins the institution.
- (b) A new ID card will be issued when an employee's designation changes.
- (c) An ID card is issued for a minimum period of 3 years. New ID cards may be requested after 3 years. Within 3 years new card will be issued on payment of Rs.100/- (this excludes (a) and (b) above)
- (d) For issuing new ID card, old card & lanyard are to be returned. In case the ID card/lanyard is lost, an undertaking in the prescribed format is to be submitted.
- (e) Card and lanyard are to be returned before leaving the institution following transfer or retirement.

2. Lanyard

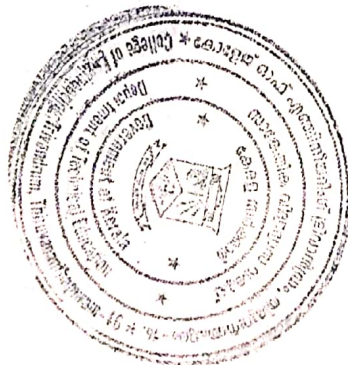
- (a) A lanyard is issued for a period of 2 years. After 2 years new lanyard will be issued on request. Within 2 years, a new lanyard will be issued on payment of Rs.50/-.
- (b) For issuing new lanyard, the old one is to be returned. In case the old lanyard is lost an undertaking is to be submitted.

Note: Identity card application and undertaking are available for download in the college website.


Dean (UG)


Principal

Copy to:- All academic departments, college office, part-time office, hostel office, etc.,
College Office, CCE,
Thiruvananthapuram-16.





COLLEGE OF ENGINEERING TRIVANDRUM

APPLICATION FOR OFFICIAL IDENTITY CARD

PHOTO (optional if digital copy is available)

PEN: [grid] PAN: [grid]

NAME: [grid]

DESIGNATION: [text box]

DEPARTMENT: [text box]

ADDRESS: [grid] PIN CODE: [grid]

MOBILE NO.: [grid]

DATE OF BIRTH: [grid]

BLOOD GROUP: [text box]

RETIREMENT DATE: [grid]

EMAIL: [text box]

DRIVING LICENSE NO. [text box]

REASON FOR APPLYING (tick): [checkbox] Newly Joined [checkbox] Designation Changed [checkbox] Old Card Missing (undertaking needed)

Dated Signature of Applicant:

(Countersigned) Head of the Department/Section

(OFFICE SEAL)

UNDERTAKING BY THE EMPLOYEE

(To be submitted, if the identity card and/or lanyard is/are missing)

I hereby undertake that,

- (i) The Identity card and/or lanyard (*strike off the one not applicable*) issued to me is/are lost.
- (ii) I could not locate the identity card and/or lanyard (*strike off the one not applicable*) despite efforts to do so.
- (iii) I am taking the responsibility of the lost identity card and/or lanyard (*strike off the one not applicable*) and will ensure that the same will be destroyed, if found at a later stage.

Dated Signature of Applicant:

Name of the Applicant:

PEN:

Department/Section:

UNDERTAKING BY THE EMPLOYEE
(To be submitted, if the lanyard is missing)

I hereby undertake that,

- (i) The lanyard issued to me is lost.
- (ii) I could not locate lanyard efforts to do so.
- (iii) I am taking the responsibility of the lost lanyard and will ensure that the same will be destroyed, if found at a later stage.

Dated Signature of Applicant:

Name of the Applicant:

PEN:

Department/Section: