

To

The Managing Director,  
AEGCL, Bijulee Bhawan,  
Paltanbazar, Guwahati-1.

Sub:- Application for personal Identity Card.

Sir,

Reference to the ASEB's Memo No.ASEB/GA/401/917 dt.- 05.12.92, I have the honour to request you kindly to issue me Identity Card for which the necessary information are as follows –

**Particulars of the Employee**

1. Full name (in block letter) :-
2. Official designation :-
3. Establishment in which working :-  
at present with location
4. Age & date of birth :-
5. Sex (Male/Female) :-
6. Permanent address with name :-  
of the Police Station
7. Present address with name of :-  
the Police Station.
8. House Contact No. :-
9. Two copies of Revenue Stamp :-  
size photograph enclosed
10. Identification mark :-
11. Blood Group :-

Forwarded by

Yours faithfully

Controlling Officer of the  
the employee

Name :-  
Designation :-  
Establishment :-