

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029
(SECURITY DEPARTMENT)

F.No.11. Security /Circular/2016

December 03, 2016

CIRCULAR

Sub:- INTRODUCTION OF NEW IDENTITY CARDS FOR ALL PERMANENT STAFF.

It is notified for all the permanent employees of AIIMS, New Delhi to apply for their new High Secured Plastic Identity cards. The bilingual application form for issue of Identity card can be collected from the security department during office hours on all working days from 8th December 2016. The form can also be downloaded from the AIIMS website. The identity card will be issued from January 2017 upon surrendering the old identity card.

In order to obtain their new identity card, all permanent employees of the institute are requested:-

- i) To fill the application form which can be downloaded from AIIMS website or collected from the security counter at main gate of Admn. block.
- ii) To submit the filled form from 10th December 2016 in the office of the Chief Security Officer in Room No. 2, Ground floor, Admn. block, AIIMS, New Delhi for preparation of data bank of all permanent employees.
- iii) To go to Room No. 01, Gents Hostels, next to the gate for photographing and signature according to the Department/Centre wise schedule to be displayed on AIIMS website and notice boards shortly. The new identity card will issued then and there. All efforts will be made to keep this process quick and hassle free.

Further, all the AIIMS employees are advised to please display their Identity cards while on duty and particularly while entering the office and hospital premises as the security staff have been issued with instructions not to allow entry inside the offices, wards & other important areas to any authorized person other than those with passes, and employees on production of their identity cards. AIIMS is a premier institute of national importance and faces significant security threat. Also, a large number of VVIP's & VIP's visit AIIMS for various purposes. Hence, it becomes necessary to display the identity cards while on duty.

Your co-operation in this regard will be highly appreciated, as it would enable us to check the movement of unauthorized persons in the AIIMS campus and also help us in maintaining cleanliness at the same time.



R.S. RAWAT
Chief Security Officer

Officer In-Charge, Computer facility – For uploading on AIIMS website alongwith the enclosed application form.

A.O. General Section

Mr. Pawan
Kindly see
the circular
do the needful as
recommended by
Dr. Dey
Ms. P. 2



अखिल भारतीय आयुर्विज्ञान संस्थान, अंसारी नगर, नई दिल्ली-29
All India Institute of Medical Sciences, Ansari Nagar, New Delhi-29

पहचान-पत्र हेतु आवेदन प्रपत्र
Application Form for Identity Card

यहां फोटो (3x3 से.मी.)
लगाएं (फोटो विभागाध्यक्ष
द्वारा सत्यापित की जाए) /
Photo (3x3 cms) to be
pasted here (photo to
be attested by HOD)

1. आवेदक का नाम (स्पष्ट अक्षरों में) /
Name of Applicant (In Capital Letters)
2. पिता/पति का नाम/Father's/Husband's Name
3. पदनाम
Designation
4. विभाग
Department
5. वेतन बैंड एवं ग्रेड वेतन/Pay Band & Grade Pay
6. रक्त समूह/Blood Group
7. वर्तमान पता/Present Address
8. जन्मतिथि/Date of Birth
9. दूरभाष नम्बर/Telephone Number
: कार्यालय/Office :
: मोबाईल/Mobile :
10. पहचान का चिन्ह/Mark of Identification
11. आधार नम्बर/Aadhar Number
12. जारी करने का कारण/Reason for issue
: (i) नया पहचान पत्र जारी/Introduction of New Identity Card
: (ii) नई नियुक्ति/Fresh Appointment
: (iii) पते में परिवर्तन/Change in Address
: (iv) गुम हो गया/Loss
: (v) स्थानांतरण/Transfer
: (vi) पदनाम में परिवर्तन/Change in Designation
: (vii) कट-फट गया/Mutilation
: (viii) यदि कुछ और/If any
13. मैं एतद्वारा घोषणा करता हूँ कि ऊपर दिए गए सारे विवरण सत्य एवं सही हैं / I hereby declare that the particulars furnished above are true and correct.
14. प्रमाणित किया जाता है कि मैंने संस्थान के किसी अन्य विभाग से कोई पहचान-पत्र प्राप्त नहीं किया है/मेरे पास नहीं है / Certified that I have not received / in possession of any I-card from any other department of AIIMS.

आवेदक के हस्ताक्षर / Signature of Applicant

विभागाध्यक्ष/अग्रेषण करने वाले प्राधिकारी के हस्ताक्षर एवं मुहर /
Signature and stamp of HOD/Forwarding Authority

दिनांक / Dated

टिप्पणी / Note :-

1. कृपया प्रपत्र में सभी कॉलमों को दोनों भाषाओं रूप में भरें। Please fill all the columns in the form bilingually.
2. पहचान-पत्र पर लगाई जाने वाली फोटो और किए जाने वाले हस्ताक्षर पहचान-पत्र काउंटर पर लिये जायेंगे। Photo & Signature to be affixed on the ID card will be taken at the ID card counter.
3. पहचान-पत्र के खो जाने अथवा कट-फट जाने पर डुप्लीकेट पहचान पत्र रु. 250/- का भुगतान रोकड पटल, प्रशासनिक खण्ड, एम्स, नई दिल्ली पर करने के बाद जारी किया जाएगा। पहचान-पत्र खो जाने के मामले में पुलिस शिकायत संलग्न की जाए। In case of loss and mutilation, duplicate ID card will be issued after payment of Rs. 250/- at the cash counter, Admin. Block, AIIMS, New Delhi. Police complaint to be attached in case of loss of ID card.
4. कॉलम संख्या 1, 3 एवं 4 हिंदी भाषा में भरना अनिवार्य है। It is compulsory to fill column no. 1, 3 & 4 in Hindi language.