



INDIAN INSTITUTE OF TECHNOLOGY INDORE

Application for Issue of Smart Card for Faculty members/Staff

Please affix (do not staple)
Photograph of the
applicant

Fresh Card

Duplicate Card

Change of designation/address/
other details

NAME:	
TYPE (REGULAR/CONTRACT):	EMPLOYEE ID:
DESIGNATION:	DEPARTMENT:
DATE OF BIRTH: (DATE-MONTH-YEAR)	EMERGENCY CONTACT NUMBER:
IITI EMAIL ADDRESS:	BLOOD GROUP:
PRESENT ADDRESS:	
PERMANENT ADDRESS:	
Note: Please send a soft copy of passport size photograph to smartcardcell@iiti.ac.in . For re-issue of duplicate smart card in lieu of lost card, card holders are advised to (a) Submit a copy of police complaint report; (b) pay Rs. 300 in Finance and Accounts Section and submit the payment receipt along with this application form. Submit this form in Administration Section. If urgent, get this form approved and proceed to Smart Card Cell.	

I will abide by all the rules and regulation and all the terms & conditions of IIT Indore enforced from time to time.

SIGNATURE OF EMPLOYEE WITH DATE

To be Certified by Administration Section

Details of the applicant is verified with the personal file and is found to be correct. The above details may be uploaded on smart card server and a smart card may be issued with a card validity till _____

ADMINISTRATION SECTION

Details to be entered by Smart Card Cell

Smart Card No.:	Virtual Account No.:
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SMART CARD CELL

Smart Card Cell: Room No. 318(A), School Building

SIGNATURE OF RECEIVER WITH DATE

Phone: 0731-2438 790