

For HR Office Use Only

Card No. _____

Issue Date: _____



NATIONAL TEXTILE UNIVERSITY, FAISALABAD

University Identity Card Requisition Form

Faculty / Staff

Paste Fresh
Passport Size
Photograph

Employee ID: _____

Name: _____

Designation: _____ Department: _____

CNIC: _____ Blood Group: _____

Joining Date: _____ Contract Expiry Date: _____
(If applicable)

Current Job Type (Please Tick):

BPS	BPS Contract	NTU Pay Scale	Lump Sum Contract
TTS	Visiting	Daily Wages	Contract under Project

Please attach the following documents:

- ❖ Copy of Appointment Letter / Office Order
- ❖ Copy of CNIC
- ❖ One Fresh Passport Size Photograph
- ❖ Old University Card (*in case renewal of card*)

Applicant Signature & Date

HOD Signature: _____

Registrar _____

Receiving of Card by the Applicant

I, _____ have received my University ID Card.

Date: _____

Signature: _____

Note: In case of retirement / contract expiry, employee will return the original card to HR Office.