To

Photograph

The HR Chief

Unit :

Company:

Dear Sir,

I am a retired HMT employee and my personal particulars are as follows:

|  |  |  |
| --- | --- | --- |
| 1. | Name |  |
| 2. | Date of Birth |  |
| 3. | Date of Joining HMT |  |
| 4. | Date of Retirement from HMT |  |
| 5. | Type of Retirement (Pl. tick) | Superannuation / VRS |
| 6. | Ticket No. & Unit / Company  at the time of Retirement |  |
| 7a | Grade on Retirement |  |
| 7b | Designation on Date of Retirement |  |
| 8. | Residential Address: |  |
| 9. | Contact No. / Mobile No. |  |
| 10. | Email ID |  |
| 11. | Blood Group |  |
| 12 | Name of Spouse |  |
| 13 | Date of Birth / Age of spouse |  |
| 14 | Details of processing fee payment – Bank / Cheque / Ref No. / Date  (enclose copy) |  |

I request for issue of an Identity Card identifying me as a retired HMT employee. I have affixed my photograph and enclosed herewith one copy of my photograph and a copy of the payment particulars for the processing fee.

Signature & Date

The details provided by the above retired employee are true as per records. The employee has not filed any case against the Company (except for PF / Pension / Gratuity related cases)

***Attested / Verified by Unit HR Chief***

***(sign & seal with name & designation)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FOR OFFICE USE ONLY** | | | | |
| I | Forwarded to CHO Administration for issue of card | | | |
|  | CHR Chief (HMTCHO) | | Sl. No |  |
| Request Receipt Date |  |
| II | Details of ID Card issued to the Retired Employee | | | |
|  | ID Card No |  | Issue Date |  |
|  | Despatch Date |  | Despatch Mode  (please tick) | By Hand / Courier / Speed Post / Post |
|  | Signature of HMTCHO Admin Chief | | | |
|  | CC: CHR Chief (HMTCHO) | | | |