

Request From Retired Employees For Identity Card

To

The HR Chief

Unit :

Company:

Dear Sir,

Photograph

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)***

Request From Retired Employees For Identity Card

<u>FOR OFFICE USE ONLY</u>			
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)		