श्री Davara University
Established under Chhattisgarh Private Universities (Establishment and Operation) Act, 2005
NH-30, Davara Educational Campus, Naya Raipur (C.G.) – 493661 | registrar@davarauniversity.in

EMPLOYEE ID CARD FORM

Purpose: ☐New Employee (Temporary/Permanent ID Card) ☐Duplicate ID card (Lost/Misplaced)

Employee Name : _____

Employee Code : _____

Designation : _____

Department : _____

Mobile Number : _____

Blood Group : _____

Emergency Contact Person Name : _____

Emergency Contact Number : _____

Date of Joining : ____ / ____ / _____

Reason for Duplicate ID card (if applicable):

☐Damaged ☐Misplaced ☐Lost

Payment Receipt No. (For Duplicate ID Card Only): _____Paid Amount_____.

Employee Declaration

I hereby declare that the information provided above is true and correct. I request the HR Department to issue my **Temporary/Permanent/Duplicate Employee ID Card**.

Employee Signature: _____

Date: ____ / ____ / _____

For HR Department Use Only

☐Temporary ID Card Issued

☐Permanent ID Card Issued

☐Duplicate ID Card Issued

_____ **Accounts Section Signature** **(For Duplicate ID Card Only)**	_____ **HR Section Signature**	_____ **ERP Cell Signature**

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Student ID CARD FORM

Purpose: ☐New Employee (Temporary/Permanent ID Card), ☐Duplicate ID card (Lost/Misplaced)

Student Name : _____

Roll Number : _____

Enrollment No. : _____

Course Name : _____

Department : _____

Mobile Number : _____

Blood Group : _____

Emergency Contact Person Name : _____

Emergency Contact Number : _____

Date of Admission : ____ / ____ / _____

Reason for Duplicate ID card (if applicable): ☐Damaged ☐Misplaced ☐Lost

Payment Receipt No. (For Duplicate ID Card Only): _____Paid Amount_____.

Student Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge. I request the Registrar Office to issue my **Temporary/Permanent/Duplicate Student ID Card**.

Student Signature: _____

Date: ____ / ____ / _____

For Registrar Office Use Only

☐Temporary ID Card Issued

☐Permanent ID Card Issued

☐Duplicate ID Card Issued

_____ **Accounts Section Signature** (For Duplicate ID Card Only)	_____ **Registrar Office Signature**	_____ **ERP Cell Signature**