



आयकर भारत
INCOMETAX INDIA

O/o PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM
P-7, CHOWRINGHEE SQUARE, KOLKATA-700069
PROFORMA TO BE FILLED IN BY THE APPLICANT
FOR ISSUE OF IDENTITY CARD

(ALL FIELDS ARE MANDATORY)

Sl.No.	Particulars	Description
1	Full Name [in block letters]	
2	Designation	
3	Group [Please tick (✓) appropriate box]	<input type="checkbox"/> A <input type="checkbox"/> B Gazetted <input type="checkbox"/> B Non-Gazetted <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> Pensioner
4	Posting	
5	a) Reason for issuing new I. Card [Please tick (✓) appropriate box]	<input type="checkbox"/> Lapse <input type="checkbox"/> New Appointment <input type="checkbox"/> Promotion <input type="checkbox"/> Transfer <input type="checkbox"/> Other(*)
	b) *In case of 'other' reason, please specify	
	c) In case of 'New Appointment/ Promotion/ Transfer', write Order No. & date	
6	Date of birth	
7	Father's Name	
8	Date of Joining in Income Tax Department	
9	Identification Marks	
10	Residential Address	
11	Telephone/Mobile No.	
12	Blood Group	
13	Employee Code (PPO No. in case of pensioners)	
14	Previous Identity Card No with date of issue	

Rules and Regulation :-

- ❖ Penalty for loss/mutilation/late renewal of Identity card:-
 - i) Loss of Identity Card Rs. 100/-
 - ii) Mutilation/correction of Identity Card Rs. 50/-
 - iii) Late Renewal of Identity Card Rs. 25/- for each month or part thereof, up to a max. of Rs.100/-
 - iv) Issue of Identity Card to Non-official/Pensioners Rs.100/-
(Deposit the amount in form No. TR 6)
- ❖ Surrender the old I. Card at the time of issuance of new Identity Card and submit Authorisation letter for collecting of other's Identity Card.
- ❖ In case of "New Appointment/ Promotion/ Transfer, please attach Copy of Order.



I do hereby agreed the above Rules and Regulation.

Specimen Signature of the applicant
(Signature does not spill out of the box)

(Signature of the applicant with date)

The above particulars are verified and found to be correct.

Signature of Head of Office/DDO
(to be self-attested in case of Pensioner)

Designation :
Date :

Office Seal

For office use only

Date of receipt of application :	Date & issue No. of order to vendor :
Whether lanyard is to be provided : Yes/No	Register Entry No. :
Date of receipt of I. Card from vendor :	Date of issue to applicant :

Signature of the Office Superintendent/In Charge