



आयकर भारत  
INCOMETAX INDIA

O/o CHIEF COMMISSIONER OF INCOME TAX, KOLKATA  
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	O/o
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	Pin Code :
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 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/- (Pass beyond one month)
  - 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
- ❖ In case of "New Appointment/ Promotion/ Transfer, please attach Copy of Order.

Affix  
Photo  
here  
(passport size)

I do hereby agree 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**

*Deposit Application Form in Rm. No. 27, 1<sup>st</sup> fl. through proper channel and collect your Identity Card after 12 working days from Rm. No. 8, 1<sup>st</sup> fl.*