



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No : IIT/Estt/FP/I Card/2018

Dated : February 06, 2018

**CIRCULAR**

This is to notify that the Competent Authority has decided to issue Identity Card to the Institute Family Pensioners/CPF/NPS beneficiaries.

For issuance of Identity Card to the Institute Family Pensioners/CPF/NPS beneficiaries, following documents are required to be submitted.

- i) Application Form in the Prescribed Format (as overleaf).
- ii) Two Copies of (Stamp size) Photograph.
- iii) Photo-copy of Pension Payment Order/Family Pension Payment Order or any other relevant documents.
- iv) Proof of Date of Birth of Family Pensioner.

All family pensioners/CPF/NPS beneficiaries are hereby requested to apply in the prescribed form (as overleaf) or download from the Institute website (<http://www.iitkgp.ac.in/former-employees>) and submit the same to Establishment Section along with all documents.

Encl : As Stated (overleaf)

  
कुलसचिव/ Registrar

Copy to :

1. All Heads of the Department/Centre/School/Section/Unit.
2. Chairman, ERP
3. Professor-in-charge, Institute Information Cell- *With a request to incorporate/effect the above along-with application form on the Institute Website*
4. Head, Computer & Informatics Centre – *with a request to circulate through g-mail.*
5. All Joint/Deputy/Assistant Registrars
6. Secretary to Director
7. Secretary, Dy Director's Office
8. Secretary, Registrar's Office
9. President/Secretary, Pensioners' Association, IIT Kharagpur.
10. Notice Board



**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

**APPLICATION FOR THE ISSUANCE OF IDENTITY CARD FOR FAMILY  
PENSIONERS/CPF/NPS BENEFICIARY**

NEW/DUPLICATE

Paste one  
stamp size  
photograph  
here

1. Name :
2. PPO/FPPO/REF No :
3. Name of the former employee :
4. Family Pension/CPF/NPS Code :
5. Date of Birth of family pensioner :
6. Address :
7. I) Contact No :
- II) Emergency Contact No :

Date :

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(Signature)

To  
The Deputy Registrar (E)  
IIT Kharagpur.

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Note :

1. **Two stamp size ( 2cmX 2.25 cm) colour photographs** are to be submitted with this application.
2. **Photo-copy of PPO/FPPO/ REF No** is to be submitted with this application.
3. **In case of duplicate card, `100/-** is to be deposited to the Institute Cash Section towards the charges of identity card and the receipt copy is to be enclosed with this application.
4. **Loss of card** must be reported to Security Officer (03222-28751)