

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Application form for obtaining IDENTITY CERTIFICATE for Issue/Re-Issue of Passport

Office Endorsement Number:

Date:

1.	Title	<input type="checkbox"/> Dr. <input type="checkbox"/> Prof. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
2.	Name of employee	
3.	Name of Father/Husband	
4.	Department	
5.	Faculty/College/Institute/Office	
6.	Employee Code No. (As per Salary Slip)	
7.	Original Designation	
8.	Date of first Joining	
9.	Status of Appointment	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary If Permanent : <input type="checkbox"/> On-Probation <input type="checkbox"/> Confirmed
10.	Present Designation	
11.	Date of Joining on Present Designation	
12.	Purpose of applying	<input type="checkbox"/> Issue of Fresh Passport <input type="checkbox"/> Re-Issue/Renewal of Passport

I the undersigned hereby inform the University that I shall apply for necessary admissible proceedings as per University rules through proper channel before leaving the country.

Signature of the Applicant

Concerned Department/Faculty should state the following before forwarding the application of the employee concerned to the University, to facilitate early issuance of the IDENTITY CERTIFICATE

1. Whether any disciplinary Proceeding is pending or contemplated against the individual.
2. Whether any vigilance case is pending or contemplated against him/her.
3. Whether there are grounds to believe that the applicant could figure adversely on the Security records of the Govt.

**Signature & Stamp
of the Head of the Department**

**Signature & Stamp
of the Dean/Principal/Head of the Institution**

NOTE – Applicant must attach two passport size photographs.