



Balochistan University of Information Technology, Engineering & Management Sciences
BUITEMS

Quality & Excellence in Education

F-6/QSP/SAA/15/01

PROFORMA FOR “DUPLICATE EMPLOYEE IDENTITY CARD”

I Mr/Ms _____ S/O, D/O _____
serving BUITEMS as _____ BPS _____ on regular/contract/Adhoc basis, in the
Department/ Directorate/Section _____, request to issue duplicate employee
Identity card, due to the reason mentioned below:-

Please tick (√) any one of the following reasons:

- Contract Renewal Card Lost
 Card Stolen Card Washed

Any other reason, please specify & attach documentary proof: _____

Dated: ____ / ____ / ____

Signature of Employee

FOR OFFICE USE ONLY

(ASSISTANT REGISTRAR, (STUDENTS & ACADEMIC AFFAIRS))

Remarks : _____

Dated: ____ / ____ / ____

Signature

Application received on : ____ / ____ /20.... Card issued : Yes / No (if Yes):
Date of issue : ____ / ____ /20.... (If No) ; Reason _____

Signature: _____

Name: _____

Designation: _____

INSTRUCTIONS

- Attach card fee voucher. Fee is to be deposited as HBL, BUITEMS Takatu Campus Branch.
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- Card Fee:-

<u>Scale</u>	<u>Duplicate Card Fee</u>
BPS-1 to BPS-5	Rs. 400/-
BPS-6 to BPS-13	Rs. 500/-
BPS-14 to BPS-16	Rs. 600/-
BPS-17 & above	Rs. 700/-

Students & Academic Affairs Section, BUITEMS

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