



**SHAHEED BHAGAT SINGH COLLEGE
(UNIVERSITY OF DELHI)**

Sheikh Sarai Phase II, New Delhi 110017
Ph. No.: 011-29250306 Fax No.: 011-29257472

Photograph

STAFF IDENTITY CARD DATA FORM

Form should be filled in CAPITAL Letters only

1. Employee ID : _____
2. Name of the Employee : _____
3. Father/ Husband's Name : _____
4. Designation : _____
5. Department : _____
7. Date of Birth : _____
8. Date of Appointment : _____
9. Valid Upto : _____
10. Residential Address : _____
(as in Service Book) _____

11. Phone/ Mobile No. : _____
12. Acad. Level/Basic pay : _____

(Signature of Employee)

(A.O. Admn.)

(Principal)

Note:

1. The loss of card should be reported immediately to the Principal, Shaheed Bhagat Singh College, Delhi-17 and/or to the nearest Police Station.
2. Misuse of the card is an offence and will render the concerned University/ College Employee liable to disciplinary action.

Sr.No.



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Recent coloured family
photograph (not older
than 6 months) of size
6cmX4cm should be
pasted here.

**IDENTITY CARD FOR MEDICAL TREATMENT IN THE APPROVED
HOSPITALS**

Form should be filled in CAPITAL Letters only

1. Employee ID : _____
2. Name of the Employee : _____
3. Father's/ Husband's Name : _____
4. Designation : _____
5. Department : _____
6. Residential Address : _____
(as in Service Book) _____

7. Phone/ Mobile No. : _____
8. Acad. Level/Basic pay : _____

If Pensioner:

9. Pension : _____
10. Health Centre Book No. (if any) : _____
11. Details of Family Members as per CS(MA) rules :

Sr. No.	Name	Relation with the Employee	Date of Birth	Remarks
1.				
2.				
3.				
4.				
5.				
6.				

Verified by _____

Signature of the Employee

INSTRUCTION / GUIDELINES:-

1. For availing the facility under direct payment, the beneficiary must carry the following:-
 - (a) Identity Card Issued from College.
 - (b) Medical I-Card
 - (c) If retired, Copy of WUS Health Centre Card

(Photocopy of all above, duly self-attested should be submitted to the Hospital)
2. Don't insist upon admission for investigation or for Health Check-up.
3. Expenditure towards registration/Admission on Charges, Extra bed for attendant, Expenses on luxury items like radio/TV/AC/Laundry/Telephone, expenses on Vitamins/Tonic if not related to treatment, food & beverages for attendant are not payable under Direct Payment Facility.
4. At the time of discharge, Medical I-Card holder must leave back all the Documents and also sign on the bill.

I have read the above Instruction/Guidelines

Signature of the Employee

Name: _____

Address: _____

NOTE:-

Misuse of Medical I-card "Under Direct Payment Facility" is a criminal offence. Suitable action including cancellation of medical I-card shall be taken in case of wilful suppression of facts or submission of false information/statements. Suitable disciplinary action shall be taken in case of serving employees.