



**INDIA TOURISM DEVELOPMENT CORPORATION LIMITED
(Administration Division)**

Ref:-Admin/Retired/Identity Card/2024

Dated:-27.03.2024

CIRCULAR

Subject: Issuance of Identity Card to retired/retiring employees of ITDC.

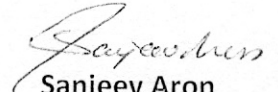
In order to facilitate retired/retiring employees of the corporation, ITDC management has decided to provide them with the identity cards as an instrument of identity proof which will help them to establish their identity as retired employees of the corporation.

This may further assist them to avail any benefits of any scheme if floated by ITDC for the retired employees in future or medical benefits, if any.

Applications for the same is invited from all the retired employees of the corporation in the prescribed format attached herewith, along with relevant documents as mentioned.

The complete filled in form along with the necessary documents shall be sent to the following address:

**Sr. Manager – Administration
Room No. - 515, 5th Floor,
SCOPE Complex, Core 8, 7 Lodi Road,
New Delhi – 110003.**


**Sanjeev Aron
HoD (Admin)**

- Distribution:
 1. Dir. (Finance)
 2. CVO
 3. OSD to MD
 4. VP – F&A
 5. Company Secretary
 6. All HoDs
 7. All Unit Heads
 8. Sr. Mgr. IT (for uploading the same on ITDC Website)
 9. Notice Board – ITDC (HQ)
- Hindi Version follows

Encls: As mentioned



INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Form for Retiree ID Card

Retired employee Name: _____

Date of Retirement: _____

Date of Birth: _____

Designation on Retirement: _____

Aadhaar Card No: _____

Spouse Name: _____

Spouse Aadhaar Card No: _____

Res. Address: _____

Phone Residence: _____

Mobile No: _____

List of documents should be attached, including all Self-Attested Documents except Photographs)

- Copy of Identity Cum Passbook
- Copy of PPO Certificate
- Copy of Aadhaar Card (Self)
- Copy of Aadhaar Card (Spouse)
- Two Joint Photograph (Self & Spouse)
(Kindly write your name on the back of the photograph)

Date:

Place:

Applicant Signature