



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MS&ME, Govt. of India)

कयर हाउस, एम.जी.रोड., कोच्ची - 682016
Coir House, M.G. Road, Kochi - 682016
गार/ Gram : COIR BOARD
सूभाष/ Ph : 0484-2351954, 2351807, 2351788
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CB/Adm/2004/2/8-Vol-II

30-08-2011

C I R C U L A R

Sub: Revision of Employee Identity Card - reg.

The Board had issued Identity Card to all of its employees during the year 2005. Now, the Board has received a large number of requests from the employees for changing the Identity Card already issued on account of change in designation, address, telephone number, new recruitment etc. over the time, from first issue. Therefore (the Identity Cards having been issued in 2005) it has been decided to update the Identity Cards issued to the employees. Accordingly, all the employees may forward their details to the undersigned in the format enclosed immediately but in any case not later than **21st September, 2011**, alongwith two recent Stamp size colour photograph for issue of new Identity Cards. While receiving the new Identity Cards, the one already issued may have to be returned to the undersigned.

Those who have already requested for the same alongwith Stamp size photo, and their requests are pending, may not apply again. The format for providing the details regarding the employees is available on Boards Website too for downloading.

This issues with the approval of Chairman, Coir Board, dated 13-07-2011.

ADMINISTRATIVE OFFICER

To

1. All Concerned.
2. Coir Board Website.

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Employee Code	
Name of the Employee	
Designation	
Residential Address	
Telephone Number	Land: Mob:
Date of Birth	
Date of Retirement	
Blood Group	
Date of Issue of ID Card	
If found lost/misplaced, kindly return to the Secretary, Coir Board, Cochin-682 016. (Not valid after the Date of Retirement)	

Sd/-

SECRETARY