

Date:     /     /20

EC No.	
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**The Deputy Gen. Manager**  
**Bank of Baroda**  
**Regional Office**  
**Kolkata Metro Region**  
**Kolkata**

Dear Sir,

**Re: Issue of Identity Card on Retirement.**

I have to inform you that I will be retiring from Bank's service on  
on superannuation / voluntary retirement. (Strike out which is  
inapplicable)

D	D	M	M	Y	Y	Y	Y

I request you to kindly issue me Identity Card.

**I give below the required details**

1. Full Name (In Block Letters) \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Date of Joining \_\_\_\_\_
4. Date of Retirement \_\_\_\_\_ Retired From: \_\_\_\_\_ Br  
E C No. \_\_\_\_\_
6. Designation \_\_\_\_\_
7. Residential Full Address \_\_\_\_\_  
(Post Retirement) \_\_\_\_\_  
\_\_\_\_\_ Pin No. \_\_\_\_\_
8. Emergency Contact No. \_\_\_\_\_
9. Blood Group \_\_\_\_\_
10. Telephone / Mobile No. \_\_\_\_\_
11. Email I.D. \_\_\_\_\_

COLOUR PHOTOGRAPH  
(PASSPORT SIZE)

(EMPLOYEE'S SIGNATURE IN **BLACK INK**)

Seal of the Branch / Office

Verified by the Branch / Office

Signature of Branch / Office Authority