



ਸ੍ਰੀ ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਖ਼ਾਲਸਾ ਕਾਲਜ | ਸ਼੍ਰੀ ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਖ਼ਾਲਸਾ ਕਾਲਜ

SRI GURU TEGH BAHADUR KHALSA COLLEGE

ਦਿੱਲੀ ਯੂਨੀਵਰਸਿਟੀ | ਦਿੱਲੀ ਵਿਸ਼ਵਵਿਦਿਆਲਯ | UNIVERSITY OF DELHI, DELHI-110007

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(Accredited by NAAC with 'A' Grade; Ranked 29 in NIRF All India Ranking)

Ref. No.

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NOTICE

All Teaching and Non-Teaching **Permanent Employees** of the College are hereby informed that those who wish to get their **Employee Identity Card** made are required to follow the procedure given below:

1. The **ID Card Performa** may be downloaded from the **College Website** or obtained from **Mr. Bhagwant Singh**.
2. The duly filled-in performa must be **verified by the Dealing Assistant and the Section Officer (Administration)** before applying for the ID card.
3. It is mandatory for all employees to **fill in their complete employee details on the *Smart Prof* portal**. **ID cards will be printed only after the details are updated on Smart Prof.**

All concerned are requested to ensure compliance at the earliest.

Thanking you.

Harmeet Singh Ghai
Section Officer (Offg.)