

From :

To :

Canara Bank
HRM Section, Circle Office

/ HOSA Section HR Wing
/ SA Section, Inspection Wing
Head office, Bangalore

Through :

Canara Bank

Dear Sir,

Sub : Request for Issue of Identity Card to me

Ref : Circular No. 230/2004 dated 11.09.2004

This is to state that I have retired on superannuation/taken VRS/SVRS from the services of Canara Bank on _____ at our _____ Branch/Section coming under the jurisdiction of _____ Circle/Wing.

I request you to issue me an Identity card.

I hereby confirm that the said identity card shall be issued solely for the purpose of identifying me as a retired employee of Canara Bank.

The details required are furnished as under:

1	Name	
2	Staff Number	
3	Date of Birth	
4	Date of Retirement	
5	Designation at the time of retirement	
6	Branch/Section from where retired	
7	Blood Group	
8	Permanent Address	

Enclosure : 2 latest stamp size photographs

I request you to send the Identity Card to the above mentioned address.

SPACE FOR TWO SPECIMEN SIGNATURES

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Yours faithfully

Signature of retired employee attested and
Application forwarded to HRM /HOSA/SA Section for CANARA BANK

SIGNATURE

Place :

MANAGER/SENIOR MANAGER
S P No.

Date :

_____ Branch