

Date: _____

Place: _____

From

(Full Name and Address)

To

The Police Officer In charge

(To be filled by MeeSeva Personnel)

Sub: Loss of Employee ID card with Name: _____ and No.: _____.

Sir,

I, _____ working as _____ at IIT Hyderabad have lost my original employee ID card bearing No. _____ at _____. To avoid any misuse of my above mentioned ID card, I seek your help and request you to kindly register my complaint and file an F.I.R on the subject matter.

Herewith, I have enclosed required documents along with application for ready reference:

1. Copy of lost ID card _____ *(If available)*

2. Copy of _____ as I.D. proof.

(Govt. approved ID proofs such as Aadhar card, Voter ID card, Driving License, Passport copy etc.)

An early action on this matter would be highly appreciated.

Yours sincerely,

(_____)
Full Name

Designation:

Employee ID No.:

Organization: **IIT Hyderabad**

Contact No.:

Email:

Address:

APPLICATION FOR MISSING / LOST DOCUMENTS / ARTICLES

Applicant's Detail

Name : _____

Surname : _____

Gender : _____

Age : _____

Occupation : _____

Father/Mother/Spouse Details

Relationship With Applicant : _____

Relative's Last Name : _____

Relative's First Name : _____

Address and Contact Deatials

Address Line 1 : _____ Address Line 2 : _____

State/UT : _____ District : _____

City : _____ Pin Code : _____

Email Address(If any) : _____

Contact Number : _____

Service Details

Missing/ Lost Document/ Article : _____

District/Commissionerate : _____

Police Station Jurisdiction Known : _____

Service Fee : _____

Reason for missing document/article : _____

Nearest Landmark/ Area Description : _____

