

THE STATE TRADING CORPORATION OF INDIA LIMITED:: NEW DELHI  
PERSONNEL DIVISION (Estt. Section)

September 06, 2023

**CIRCULAR**

Subject: Issuance of new Identity Cards to STC Employees

It has been decided to issue new Identity Cards to all the employees at Corporate Office as well as Branches/RO's. Accordingly, all the employees are requested to fill-up the Form 'A'(annexed with the circular) strictly as per instructions contained therein. Duly filled-in form complete in all respects along with two recent passport size color photographs should be submitted to the Personnel Division.

The Form may be downloaded from Employee's corner of STC's official website [www.stclimited.co.in](http://www.stclimited.co.in). Employees are requested to submit the same to Personnel Division before 15.09.2023.

  
(Etika Sethi)

Manager (Personnel)

To:

- Notice Board
- ALL BRANCH/RO OFFICES

Form-A



एक पासपोर्ट  
साइज़ फोटो  
  
One Passport  
Size Photograph

कर्मचारियों के पहचान पत्र (आई कार्ड) की जानकारी / INFORMATION FOR EMPLOYEE'S ID-CARD  
Particulars to be filled in 'CAPITAL LETTERS' & submitted to GAD Division along with two(2) recent  
Passport Size Photographs. (One photograph to be pasted on the form and another to be enclosed.)

1. नाम:.....
2. Name:.....
3. पदनाम:.....
4. Designation:.....
5. कर्मचारी संख्या:/ Employee No.:.....
6. आवासीय पता:.....
7. Residential Address:.....
8. फोन(आवासीय)/Phone (R):.....
9. रक्त समूह/ Blood Group:.....

दिनांक/Date:.....

कर्मचारी के हस्ताक्षर/

जारीकर्ता प्राधिकारी /Issuing Authority