



IT SERVICES

GC University, Faisalabad

EMPLOYEE FACULTY PORTAL/ID CARD PROFORMA

Affix a passport
size photograph
here

Name of Officer/Official: _____

Father's Name: _____

Department/ Branch: _____

Designation: _____ BPS /Monthly Consolidated Salary Rs.:

Employee Type: ☐ Permanent ☐ Temporary Contractual

☐ Deputation ☐ HEC-IPFP

☐ Visiting ☐ HEC-TTS

**In Case of contractual employee, duration of contract must be filled.*

Duration of Contract: - - to - -

CNIC: - Blood Group:

E-Mail Address: _____

Permanent Address: _____

Signature of Applicant

Office Contact No: Ext:

Cell No:

Residence No.:

Important Note: Please attach a copy of CNIC and Job orders/Notification

Recommended By:

Chairman/ Chairperson/
Coordinator/ Incharge:

(Signature with Official Stamp)

Dean of Faculty/ Director:

(Signature with Official Stamp)

For Official Use Only:

APPROVAL

☐

Issued

☐

Not Issued

Remarks: _____

IT Manager:

(Signature with Official Stamp)

CARD ISSUANCE

Prepared By: _____

Signature: _____

Date: _____

Name of Receiver: _____

Signature: _____

Date: _____

Following Documents for Faculty Portal/Id Card Proforma are:

- 1- Copy of CNIC
- 2- Copy of Notification
- 3- Recommendation Letter in case of Visiting Faculty