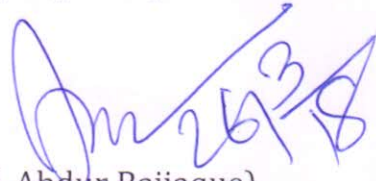Memo No: GKCIET/ 788   Date: 26.03.2018

Circular

The under signed is directed to inform and request all the employees of this institute to submit their recent one copy of photograph (colour stamp size) along with a copy of specimen signature (Full signature) with details of present/permanent address, valid contact number, date of birth and blood group at Admin. & Establishment Section, GKCIET on and before 28th March, 2018 for reprinting employees' identity cards as the date of validity is going to expire on 31st March, 2018.

This issues with the approval of the authority.

(Md. Abdur Rajjaque)
Asst. Registrar (A&E)

Copy to:
1. All employee members (Through e-mail)
2. All HoDs/Hos'-with request to inform the employee(s) working under their kind control.
3. System Manager for uploading on the institute's website.
4. All Deans
5. Director
6. File Copy