



CIN:U40101MN2013SGC008344

MANIPUR STATE POWER COMPANY LIMITED

Keishampat Junction, Imphal – 795001

Corporate Office:- Electricity Complex, Patta No. 1293 under 87(2),,
Khwai Bazar, Keishampat Imphal – 795001, Manipur, INDIA

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CIRCULAR

Imphal, the 29th December, 2016

No.1/1(10)/2014-MD(MSPCL)/Pt/ : It is hereby informed to all the concern that in order to facilitate issue / renewal of ID cards for employees now working in MSPCL, the enclosed **format 'A' or 'B'** as appropriate should be duly filled while sending application for new ID cards or renewal of old ID cards to the office of the Managing Director, MSPCL. The duly filled application should be forwarded by the concern Controlling Officer of the employee concern to the Managing Director, MSPCL.

Further, in case of loss of ID cards, the applicant / employee should furnish either a copy of the report to the Police or a newspaper cutting of publishing such loss in local daily.

(Ng. Roben Singh)
Executive Director (HR),
MSPCL

Copy to:

1. The Managing Director, MSPCL for information
2. The Executive Directors (Tech/G&C) for information and necessary action
3. All GMs for information and necessary action
4. All DGMs for information and necessary action
5. File Concerned

FORMAT 'A'

(To be submitted while applying for New ID card)

Name in full:	
Husband/ Father Name:	
Address:	PO: PS: DIST: PIN:
Date of Birth:	
Designation:	
Present Place of posting:	
Identification mark:	
Height:	
UIN:	
Contact Number:	
Whether Regular or Contract:	
Sex:	

List of documents to be enclosed:

1. One stamp size recent photograph.

FORMAT 'B'

(To be submitted while applying of renewal of old / lost ID card)

Name in full:	
Husband/ Father Name:	
Address:	PO: PS: DIST: PIN:
Date of Birth:	
Designation:	
Present Place of posting:	
Identification mark:	
Height:	
UIN:	
EIN:	
Contact Number:	
Whether Regular /Contract/WC/MR:	
Sex:	

List of documents to be enclosed:

1. Photo copy of old ID card.
2. Photo copy of Front Page of Service Book.
3. One stamp size recent photograph.
4. In case of loss of old ID card, a copy of the report to the police station concerned or a newspaper cutting of publishing such loss in a local daily.