

National Academy of Indian Railways, Vadodara

To

Director General
National Academy of Indian Railways

I have joined IRPS/IRAS/IRSS/IRMS on date.....

Kindly arrange to issue me the Duty Card Pass for the use of official duty My family particulars are as under:-

| SN | NAME | RELATION | DOB | REMARKS |
|----|------|----------|-----|---------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

ACKNOWLEDGEMENT AND UNDERTAKING FOR DUTY CARD PASS

The undersigned has received the duty Card Pass No. _____ issued on _____ and Valid From _____ to _____. In this connection I am undertaking that

1. I have gone through the rules and regulation regarding use of Duty Card Pass and I know the penalties for miss-utilisation of the pass, for personal purposes.
2. I will use the said card pass only for the purpose of approved duty.
3. I will return the duty card pass to the issuing authority, i.e. Chief Office Suptdt., National Academy of Indian Railways, whenever I proceed on LAP during periods of absence if any from Training, Extra Ordinary Leave etc. and at the time of relieving for posting from N.A.I.R

Signature

NAME:-.....

Service:-.....

DATE:-.....

Please issue DCP with validity from date..... To to the above probationer. Please mention _____ (Railway/Zone/Indian Railway) for which the DCP to be issued.

Encl: Two photograph

Signature of CO

For Office Use

Issued DCP No.....

Signature of Pass Preparing clerk

Signature of Chief Office Suptdt.