



SAMBHOTA TIBETAN SCHOOLS SOCIETY
THEHR, MANJI KHAD, P.O. KHANYARA, DISTT. KANGRA, DHARAMSALA-176218

IDENTIFICATION FORM

Category: New Application ☐ Renew ☐ Correction ☐ Lost ☐ Transfer ☐

Name:

Son/Daughter of:

Date of Birth:

Sex:

Designation:

Green Book No.:

R.C./Aadhaar No.:

Date of Appointment:

Date of Regularization:

Identity Card No.:

Permanent Address:

TERMS AND CONDITIONS

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1. In the event of resignation or termination of duty, the employee must surrender the Identity card to the STSS Office through respective schools/offices.
 2. The employee should deposit Rs. 100/- along with this form for a fresh issue/transfer/ renewal of ID through respective schools/offices.
 3. In the event of lost of the Identity Card, the employee should deposit Rs. 500/- along with this form to apply for a duplicate ID copy.

Verified by:
Institution Head

Signature of Employee

Practical Information Pertaining to Photo ID Requirements

ID Card Photo 2x2 inch (51x51 mm, 5.1x5.1 cm) Size and Requirements

Organisation	Sambhota Tibetan Schools Society
Document Type	ID Card (<i>Please submit only original soft copy of photo. Scanned Photo or Hard Printed Photo is not accepted</i>)
Passport Picture Size	Width: 2 inch, Height: 2 inch
Resolution (DPI)	300 Minimum
Image Definition Parameters	Head must be between 70 to 80 % of the photograph from the bottom of the chin to the top of the head
Background Colour	Plain background of any colour
Printable Photo	Yes
Digital Photo For Online Submission	Yes
Digital Photo Size	Width: 600 pixels , Height: 600 pixels
Photo Paper Type	Matte (Not recommended)
Detailed Requirements	As per ID form

Verifying authority should to make sure of the correct photo submission. A photograph not meeting the requirements may be rejected or printed with no guarantee of outcome.

STSS Head Office