

## **ID CARD POLICY**

Tantia University issues a Photo Identification Card (ID) to each employee. The ID card serves as proof of employee status within University

### **1. Issuing Authority**

The Human Resources department issues employee ID cards.

### **2. Scope**

This policy applies to all Tantia University Employees (Irrespective of mode of association)

### **3. Guidelines**

- Post verification, of all the required documents, an ID card would be issued to the new employee.
- It is mandatory for employees to visibly carry /wear the ID card while being in the University campus or while representing the University in any outside meeting / seminar/workshop.
- Printing of ID cards is a centralized process based on the University approved format.
- All Employees should submit the Photo to process their ID Cards at the time of Joining.
- Upon separation from the association, it is mandatory to return an ID card to the HR department as a part of No Dues Clearances.
- In case, if an employee has lost/misplaced their ID card, they need to immediately inform the HR office.
- For the reissue of ID card, INR 100/ would be deducted from the salary of the succeeding month.