



The Wayamba University of Sri Lanka Kuliyapitiya

For; Change of Designations/ Missed/ Broken/ Corrupted Identity Cards

Name with Initials : Mr./Mrs./Miss

Fac./Dept./Division/ Unit :

Previous Designation :

New Designation :

EMP No :

National Identity Card No :

- ✓ Please use Black Ink
- ✓ Do not touch the Sides of Box

Specimen Signature

Senior Assistant Registrar/ Assistant Registrar
(Non-academic/ Academic) Establishments,

I hereby mention that the Official Identity Card of the aforesaid employee who is working in my Faculty/ Department/ Division/ Unit is damaged for; being,

- Changing the designation
- Misplaced
- Broken into parts
- Not clear

and I recommended to revise and issue/ reissue

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Head - (Fac./Dept./Div./Unit)
(Official Stamp)

Granted approval to issue of a new official Identity Card for the above-mentioned employee.

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Senior Assistant Registrar/ Assistant Registrar
(Non-academic/ Academic) Establishments,

ID Card Received.
Signature of Employee

Serial No. of the ID card issued,
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Subject Clerk