

Identity Card Form

FORM-A

**For officials of Central Govt. / State Governments /
UT Administrations and their attached / Subordinate
offices and Undertakings/ Autonomous Bodies
owned or controlled by them.**

Photo (3x3 cms
with 75% area
covered with
image of the face)
front attested by
sponsoring
Authority to be
pasted

Photo (3x3 cms with
75% area covered
with image of the
face) to be pasted
here (Not to be
attested.)

**(Signature of the Applicant
in the box above)**

PART-1

(To be filled by Applicant)

01.	Type of Identity Card	Category of Employee
	(i) Central Government	Regular/Casual/ Departmental Employee/ Service Personnel
	(ii) State Govt/ UT Administration.	Regular/Casual/ Departmental Employee/ Service Personnel
	(iii) Corporation/ Undertaking/ Autonomous Body	Regular/Casual/ Departmental Employee/ Service Personnel
02.	Name of the Applicant (IN CAPITAL LETTERS)	
03.	Designation	
04.	Pay Scale/Pay Band	
05.	Grade Pay (wherever applicable)	
06.	(a) Ministry/ State Government (b) Department/ Public Undertaking	
07.	Blood Group	
08.	Address of Place of Working	
09.	Date of Birth	
10.	Telephone Numbers :	OFF: RES:
11.	Father's / Husband's Name	
12.	Date of Superannuation	
13.	Mark of Identification	
14.	Gazetted/ Non-Gazetted	
15.	Reasons for Issue	
	(i) Renewal	(ii) Loss/Mutilation
	(iii) Change in designation	(iv) Fresh appointment
	(v) Transfer	(vi) Any other (specify)

1. Certified that the aforesaid information is correct.
2. The old Identity card No. ----- dated ----- is hereby enclosed or the old Identity Card is lost and the matter has been reported to the Police vide receipt No. ----- dated ----- enclosed. (Delete whichever is inapplicable).

Signature of the Applicant _____

Date : _____

(To be certified by the Sponsoring Authority)

(i) The information furnished by the applicant has been verified to be correct and has been entered in the register in Form 'A' maintained for this purpose; (ii) The good conduct certificate is enclosed (in case of photo passes for casual labour / daily wagers); (iii) I am the authorised sponsoring authority for issue of photo passes for the Ministry / Department (iv) Duplicate copy of the requisition has been kept in the folder for records; (v) Approval of the competent authorities has been obtained.

(DELETE WHICH-EVER IS INAPPLICABLE)

TYPE	COVERAGE OF BUILDING	PERIOD
(i)	OPEN for all Buildings under MHA Security Zone	5/1 Year
(ii)	Restricted for [Specify name(s) of the building(s)] : (1) (2)	5/1 Year
(iii)	Reason (Fresh / Renewal/ Loss/ Change in Designation / Transfer)	

Secret Seal of the Ministry / Department**Name and Signature of
the Sponsoring Authority**

Designation (Stamp with Telephone No.)
Code No. _____

INSTRUCTIONS

1. The requisition form should not be incomplete.
2. Part-II of the requisition form must be filled up.
3. The requisition should be sent along with the copy of challan in Form 'B'.
4. The secret seal of the concerned Department / Ministry should be put on the form.
5. Name / Designation / Telephone No. of the sponsoring authority should be mentioned in the form.
6. The requisition should be sponsored by the authorised officer.
7. The requisition form should be accompanied by the
 - (i) old photo pass (in case of renewal/mutilation/change in designation).
 - (ii) bank challan for Rs. (10/-)/(20/-)/(30/-)/(40/-)/(50/-) (in case of late renewal/mutilation/loss or theft).
 - (iii) copy of Police Report (FIR) (in case of loss or theft of Identity card).
 - (iv) receipt from MHA Security Staff (in case of seized Identity card).
 - (v) 2 photos of 3x3 cms. (one/two) with 75% area covered with image of the face.
 - (vi) copy of order (appointment/transfer/change of designation).
8. Recommendation of JS (Admn) of the concerned Ministry/Department may please be obtained in case of issue of Non-Official Passes and Open Pass to Non-Gazetted Employees.