

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 AuthorityDesignation (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.