

Government of Himachal Pradesh
Personnel Department
Administrative Reforms

No. Per (AR) D (1)-1/2020

Dated Shimla-2, the 25th June, 2020

OFFICE MEMORANDUM


Subject:- Issuance of Photo Identity Cards to the Government employees.

The undersigned has to say that para 13.1.9 of the Office Manual contains the provision regarding issuance of Identity Cards to the Government employees. However, it has come to the notice of the Government that the Departments/Boards/Corporations and Govt. Universities are not issuing the Identity Cards to the employees working under their control.

2. Hence, it is emphasized that henceforth all the departments/ Boards/ Corporations and Government Universities will issue photo Identity Cards to every employee working under their control subject to adhering to the following conditions:-

- SE-S
- i) The photo Identity Cards shall be valid for a period of five years or the date of superannuation whichever is earlier. It shall be renewed after every five years in respect of in-service Government servant. The validity and expiry date shall be invariably mentioned on the Cards by the issuing Authority.
 - ii) On the Photo Identity Card, it shall be clearly indicated that if the card is lost by a Government Servant, a complaint, to this effect, shall be lodged to the Police as well as the Issuing Authority. The Government servant shall have to surrender the Photo Identity Cards to the Issuing Authority on its expiry/superannuation or quitting the job. The concerned authority shall ensure that the final dues in respect of a Government servant who superannuates, quits the job or is otherwise removed/disengaged from government service are settled only after the Identity Card issued to him is surrendered to the Issuing Authority.

- iii) The Issuing Authority will issue Photo Identity Cards to all the regular/contract employees. In the case of daily waged and outsourced workers, the Photo Identity Cards of different colour and design may be issued, which shall remain valid for a period not exceeding twelve months.
3. These instructions may be brought to the notice of all concerned for necessary implementation.


(Sandeep Bhatnagar)
Secretary (AR) to the
Government of Himachal Pradesh

**DIRECTORATE OF ELEMENTARY EDUCATION
HIMACHAL PRADESH, LALPANI, SHIMLA-171001**

Endorsement No: EDN-H (Ele)(1)B/2019(Misc) Vol-I, dated:

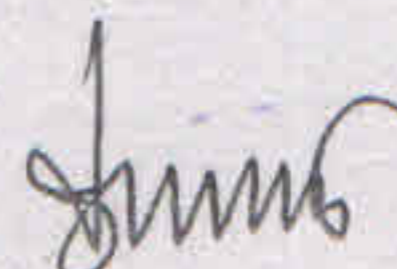
Copy for information and necessary action to: -

1. All the Deputy Director of Elementary Education, Himachal Pradesh.
2. The Branch Officer/Superintendent Establishment-1, Directorate of Elementary Education, H.P. Shimla-1.
3. The Nodel Officer (IT cell), Directorate of Elementary Education, Himachal Pradesh, Shimla-1 with the remarks to upload the same on departmental website.
4. All the Block Elementary Education Officer, Himachal Pradesh.
5. P.S. to the DEE/P.A. to the Joint Director (Admn.), Dte. of Elem. Edu. H.P. Sml-1.
6. Guard file.

प्रारम्भिक शिक्षा निदेशालय (हि.प्र.)

04 JUL 2020
July, 2020.

शिमला-1


(Hitesh Azad) HPAS,
Joint Director (Administration),
Directorate of Elementary Education,
Himachal Pradesh, Shimla-171001,
eleeduhp@rediffmail.com 0177-2658044