

For Personal Attention
Immediate

No.Per(A-IV)-B(15)-3/2021
Government of Himachal Pradesh
Department of Personnel,
Appointment-IV Section.

From The Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh.

To All IAS//HPAS/HPSS officers and HoD's in
Himachal Pradesh.

Dated Shimla-171 002, the 30th March, 2022.

Subject:- Regarding issuance of Identity Cards to IAS, HPAS & HPSS officers and HoD's.

Sir/Madam,

In continuation of this department's letter of even number dated 23rd March, 2022, on the subject cited above, I am directed to say that many officers have applied for new identity cards through online portal <https://idcards.hp.gov.in>. But it has been noticed that the particulars are not being filled accurately. Besides, some officers have not uploaded their digital photographs and signatures on the portal. Apart from above, some officers have not uploaded passport size photographs conforming to official norms and specification. Therefore, these applications are not being accepted and sent back to the concerned officer(s) online. It is therefore, re-iterated that while applying / registering yourself for new identity card on the portal, it may be ensured that the details e.g. name (as per official record), designation, service, date of birth, pay scale, blood group, present/permanent address, date of retirement, mark of identification, email id, photograph, signature etc. are required to be filled in/furnished accurately. Further, the photograph or digital image being a vital part of identity card, must be furnished in following manner:-

- (i) Coloured and passport size.
- (ii) Sized such that the head is between 50% and 69% of the image's total height from the bottom of the chin to the top of the head.
- (iii) Taken within the last 6 months to reflect your current appearance.
- (iv) Taken in front of a plain white or off-white background..
- (v) Taken in full-face view directly facing the camera.
- (vi) With a neutral facial expression and both eyes open.
- (vii) Taken in clothing that you normally wear on a daily basis.
- (viii) Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.

It is therefore, requested to do the needful in this matter at the earliest, so that further action in the matter could be taken by this department.

Yours faithfully,



(Amarjeet Singh)
Special Secretary (Personnel) to the
Government of Himachal Pradesh.
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