

No. EDN-H(1) B(15) 07/2021 Inst.
Directorate of Higher Education
Himachal Pradesh, Shimla

Dated: Shimla 17/10/21

November, 2021

OFFICE MEMORANDUM

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

The Secretary Personnel Department (AR) to the Govt. of Himachal Pradesh directed to all the Departments vide office Memorandum number per (AR)D(1)-1/2020 dated 25th June, 2020 and says 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 Department /Boards/Corporations and Govt. Universities are not issuing the identify 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:-

- 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 cards 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 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.

In view of above, all the Head of the institutions are hereby authorized to issue the Identity Cards to the staff working under your control and Heads are directed to send their Identity Cards to the higher authority.

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

Copy is forwarded to:-

1. The Secretary (AR) to the Govt. of Himachal Pradesh w.r.t. his office Memo. No. Per(AR)D(1)-1/2020 Dated 25th June, 2020.
2. The Secretary Education to the Govt. of Himachal Pradesh, Shimla-2
3. All the Branch officers / Superintendents, Directorate of Higher Education H.P.
4. PS to the DHE, HP Shimla-1.
5. The Commanding officer, NCC Head Quarter, Shimla H.P.
6. All the Deputy Directors of Higher Education / Inspection in the Pradesh.
7. The Chief Librarian, CSL Solan Distt. Solan H.P.
8. All the Principal, Govt. Degree Colleges of the Himachal Pradesh.
9. All the Principals / Headmasters, Govt. Senior Secondary / High Schools in the Pradesh.
- ✓ 10. The T.O./ Supdt., I.T. /Computer Cell, Directorate of Higher Education H.P. Shimla, kindly uploaded on the Departmental website.
11. Guard file.

श्रीमान् निदेशालय उच्चतर शिक्षा

22 NOV 2021

(Dr. Amarjeet K. Sharma)
Director Higher Education
Himachal Pradesh .