

Government of Himachal Pradesh
Personnel Department
Administrative Reforms

20/07/2020
10/07/2020

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.

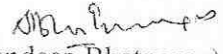
2. Hence, it is emphasized that henceforth all the departments/ Boards/ Corporations and Government Universities will issue photo Identity Cards to every employee working under their control subject to adhering to the following conditions:-

- 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.

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Sri G. N. Sharma
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- 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

Copy is forwarded to:


1. All Administrative Secretaries to the Govt. of H.P. Shimla-2.
2. The Resident Commissioner, Himachal Pradesh, Himachal Bhawan, Sikandra Road, New Delhi.
3. All the Divisional Commissioners in H.P.
4. All the Heads of Departments in H.P.
5. All the Deputy Commissioners in H.P.
6. The Secretary to Governor Himachal Pradesh Raj Bhawan, Shimla-2.
7. The Secretary, Himachal Pradesh Vidhan Sabha Shimla-4.
8. The Secretary to Lokayukta, H.P. Shimla-2.
9. The Registrar General, H.P. High Court, Shimla-171001.
10. The Managing Directors/Chief Executive Officers/Secretaries/Registrars of all the Boards/Commissions/Corporations/Autonomous Bodies/PSUs Govt. Universities etc.
11. The Spl. P.S. to the Chief Secretary to the Govt. of H.P. Shimla-2.
12. The Dy. Director General & SIO Unit H.P. Secretariat Shimla-2.

Directorate of Hr. Education
Himachal Pradesh

Endst. No. EDN-H(1)B(15)1/2009- Imp. Instt. Dated Shimla - 171001 the
Copy for information and further necessary action is forwarded to :-

22/7/2020

1. The Secretary (AR) to the Govt. of H.P. w.r.t. to the letter No. Per (AR) D (1)-1/2020 Dated 25.06.2020 for information please.
2. The Secretary (Education) for information please.
3. The Additional Director of Hr. Education (C), H.P.
4. The Joint Director of Hr. Education (Adm. /C-I / C-II, HP), H.P.
5. The Joint Controller (F&A), Dte. of Hr. Education, H.P.
6. The OSD(C)/ OSD (Skt.) Directorate of Hr. Education, H.P.
7. All the Principal, GDC / GCTE Dharamshala / Skt. Colleges in Pradesh.
8. All the Deputy Directors of Higher Education in the Pradesh.
9. The PS to the Director of Higher Education, H.P.
10. The DDO Directorate of Hr. Education, H.P.
11. ~~All the DDOs of Department of Hr. Edu. Himachal Pradesh.~~
12. The Incharge, Computer Cell, Dte. of Hr. Education, H.P. with the remarks to upload the said orders on the deptt. Website.
13. Guard File.


Joint. Director (Admn.)
Himachal Pradesh