

Directorate General
Central Industrial Security Force
(Ministry of Home Affairs)

Block No.13, CGO Complex,
Lodhi Road, New Delhi - 03.

No. W-42011(2)/5/2016-STATS/1997

Dated : 05 Sept,2016

CIRCULAR NO. 06/2016

Sub: Guidelines/Protocol for formulation and issue of "HIGH SECURITY IDENTITY CARDS" for Pensioners.

A. Objective: CISF has been issuing pensioner Identity Cards to all personnel retiring from the force. As per previous practice, this was in the form of a paper Identity Card on the same lines as that for the Identity Cards issued to the serving personnel. Recently CISF has migrated from the paper based cards for the serving personnel to High Security Identity Cards. In line with this change, it is proposed to issue similar Identity Cards to retiring personnel. Like in the case for serving personnel, the pensioner card would also require modified system and procedures for issuing of Identity Cards and maintenance of records thereof.

B. Guidelines for the preparation of Identity Cards to CISF pensioners on retirement are as under:-

- a. **Issuing Authority:** DIG/Adm FHQrs New Delhi, will be the issuing authority.
- b. **Custodianship:** AIG/Tech FHQrs New Delhi, will be the custodian of new Identity Cards.
- c. **Applicable to:** The new security enabled pensioner's Identity Card will be issued to the force personnel who have proceeded on Superannuation/VRS/Pre-mature/Compulsory Retirement.
- d. The card will be issued only after all Government and Non-Govt. Dues have been settled by the individual.
- e. The card will not be issued if any criminal case is contemplated or pending against the individual.
- f. The card will not be issued to a person dismissed/removed from service.

C. Uploading of information and requisition for High Security Identity Card:

- a. **Uploading of information and ensuring correctness of information in respect of Retired force personnel in PIS data will be the responsibility of the concerned individual however the same may be duly verified by the concerned Unit Commander before uploading.**
- b. Photo, Signature, CISF number of the individual, name in English and Hindi, rank in English and Hindi, date of birth, date of appointment, identification mark, Last Unit, Date of Retirement and Mode, Last Pay/Average Emoluments, Pay Scale, PPO Number, PPO Date, Qualifying Service, Height, Pension original sanctioned, Address after retirement/Permanent Address are to be uploaded in the PIS data by the last unit for the Retired Personnel.

- c. The digital photographs and image of signature have to be uploaded in the PIS data of the concerned individual by the unit keeping in mind the following :
 - i. The size of the photograph/signature should be between 50-100 KB, dimensions (Width: 2.75 cm X Height: 3.5 cm) and format should be (.jpeg).
 - ii. The photograph should be in Civil dress.
 - iii. The signature must be done with blue ink and should be clearly visible.
- d. **Printing of Identity Cards:**
 - i. Pensioner's Identity Card will be printed by Technical Directorate (EDP Cell) of FHQrs.
 - ii. All such Identity Cards will be serially numbered.
- e. **Distribution of Identity Cards:**
 - i. EDP Cell will distribute the cards.
 - ii. Concerned Units will collect the pensioner's Identity Card from EDP Cell with proper authority letter of concerned Unit Commander for further distribution to the individual.
 - iii. Individual may also directly collect his pensioner's Identity Card from EDP Cell.
- f. **Maintenance of Record :**
 - i. EDP Cell will maintain a proper record for the pensioner's Identity Card both for printing and handing over to the Unit/Formation or Individual (in cases where the individual collects the card personally).
 - ii. Unit shall maintain register/record for issue of pensioner's Identity Card, with a proper receipt and signature from the pensioner.
- g. **Withdrawal of Identity Card:** In the event of death of the holder of the Identity Card, the same shall stand automatically cancelled.
- h. **Replacement of Identity Cards:** Ordinarily, no request for replacement of Identity Cards will be entertained and the life of the card shall be the entire life period of the holder. However, replacement of Identity Card may be considered in the following circumstances:-
 - i. On becoming unserviceable/damaged due to wear and tear.
 - ii. Due to change in facial features of the holder of the Identity Card.
 - iii. Due to loss under circumstances beyond the control of the holder.
 - iv. In case of loss of the Identity Card, it shall be incumbent on the holder to report the loss immediately to the nearest CISF Unit and local Police Station.
 - v. On receipt of the report, the last/nearby Unit shall submit a report to the EDP Cell giving full details regarding the loss of Identity Card.
 - vi. The police authorities shall be informed immediately if the Identity Card reported to have been lost is subsequently found and the Identity Card shall be returned to the EDP Cell for cancellation in case a duplicate / fresh Identity Card has been issued in the meantime.
 - vii. **Rs.500/-** will be required to be deposited at the last unit/nearby unit for replacement of the pensioner's Identity Card.
 - viii. The charge so collected shall be credited to the Govt. under the Head Police Fees and forfeitures.

i. Exchange of Identity Card

- i. If the paper card issued by last unit at the time of retirement needs to be exchanged, the same will be permitted after the return of the paper card to the last/nearby unit.
- ii. Proper record of receipt and disposal of old Identity Card is to be maintained by the concerned Unit Commander and a quarterly report on the same to be sent to EDP Cell FHQrs.
- iii. **Rs.200/-** will be required to be deposited at the last unit/nearby unit for replacement of the pensioner's Identity Card.
- iv. The charge so collected shall be credited to the Govt. under the Head Police Fees and forfeitures

j. Disposal: Pensioner's Identity Cards withdrawn for cancellation will be returned to EDP Cell. The card will be destroyed by burning and an entry to this effect will be recorded in the register maintained by EDP Cell for the purpose.

k. Confiscation of Identity Cards: The issuing authority may, in the interest of the security and public safety, confiscate pensioner's Identity Card of any person(s) without any notice or assigning any reason therefor.

l. Interpretation of Instructions: Where any doubt arises regarding the interpretation of the provisions contained in these instructions, the matter shall be referred to DIG Adm FHQrs.

D. This issue with the approval of DG/CISF.

(Signature)
 (Sudhir Kumar) 05.9.16

Deputy Inspector General (ADM)

To

- 1. The ADG(APS), CISF, NEW DELHI.
- 2. All Sector IsG, including IG/TS

Internal :

- 1. PS to DG
- 2. PS to ADG/HQrs.
- 3. PS to IG(HQrs.)
- 4. All DIsG FHQ.
- 5. All AIsG/SAOs/AD(A/cs) FHQ
- 6. AIG/Tech. : Please upload the circular on the CISF website.
