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GOVERNMENT OF KERALA

Personnel and Administrative Reforms Department

CIRCULAR

No. 7318/AR.13(2)/16/P&ARD.

Dated, Thiruvananthapuram, 18th August, 2016.

Sub:—Wearing Name badge/Name board for identifying Government Employees on duty—Instructions issued.

Ref:—Circular No. 13671/AR.13(2)/15/P&ARD dated 19-9-2015.

Government had issued instructions through the circular under reference regarding providing of identity cards to its employees for wearing while on duty. It has come to notice that these instructions are not being followed scrupulously. Hence the following instructions are issued for strict adherence:

1. The responsibility for issue of Identity Cards to the employees is vested with the Heads of Department.
2. Heads of Department will get the ID cards issued by suitably authorizing regional/district level officers, if required.
3. It shall be ensured that Identity Cards are issued to the employees within two weeks.
4. The General Format of the Identity Card appended hereto will be adopted.
5. Secretaries to Government may supervise this closely.
6. Number of ID cards issued category-wise should be reported by the Heads of Department to the Secretaries concerned.

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7. All employees shall, while on duty wear the Identity Card issued to them.
8. All the Heads of Department shall ensure that the instructions in the circular under reference are followed strictly.

S. M. VIJAYANAND,
Chief Secretary.

All Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries.

All Department including Finance and Law.

All Sections in Government Secretariat.

Private Secretaries of Chief Minister and Ministers.

All Heads of Department.

All District Collectors.

Director of Public Relations, Thiruvananthapuram (for publicity through print and visual media).

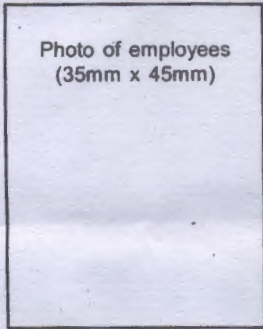
Deputy Director, I&PRD (for uploading in the Government website).

Stock File/Office Copy.



(emblem must be in red colour)
KERALA GOVERNMENT
Department, Government of Kerala

Photo of employees
(35mm x 45mm)



PEN

Name (Ariel Size-9)
Designation (Ariel Size-8)
Department (Ariel Size-8)

Valid up to

Signature
Name
Designation, Department

Date of issue :

Residential Address :

Phone :

Date of Birth :

Blood group :

PAN :

Driving License No. :

Employees Signature

1. The holder of this card is responsible for its safe keeping.
2. The holder while on duty must produce this card on demand by security staff or any other officer authorised by the Government.
3. Loss or theft of this card must be immediately reported to the Security/ Authorised Signatory.
4. A charge will be levied for issue of a new card.
5. This card is non-transferable and must be surrendered immediately upon retirement or cessation of employment.