



समृद्धि
CREATIVITY • QUALITY • ON FUTURE



Govt. of India, Ministry of Defence
Directorate General, Defence Estates
Raksha Sampada Bhawan

Ulaanbaatar Marg, Delhi Cantt. – 110 010

Tele: 011-20893022 | E-mail: ddgcoord-dgde@gov.in



रक्षा संपदा संगठन
DEFENCE ESTATES ORGANIZATION

No.56/46/DGDE/DGDE/Coord/I-Card FMS - 39667

Dated : 29 Nov 2022

To,

The Principal Director, Defence Estates
Central/Southern/Eastern/Northern/South Western/Western Command
Lucknow/Pune/Kolkata/Jammu/Jaipur/Chandigarh

Director (NIDEM)

Subject: Guidelines for Issue of Identity Cards– Reg.

It is informed that, for issue of Identity cards to officers and staff, a policy/guidelines have been framed by DGDE. As per these guidelines, there shall be a centralized Identity Card system for all permanent Govt. employees/Pensioners working under Defence Estates Organisation. The same is elucidated in detail as Annexure 'A'.

2. The application forms for Identity Cards of officers/staff and pensioners are enclosed herewith as Annexure 'B' and Annexure 'C' respectively. The ID Nos. once issued will remain same irrespective of posting/transfer etc.
3. Guidelines for issue of Identity cards alongwith format of applications forms will also be available on DGDE website. The details of nodal officers nominated at Dte. level may please be forwarded to this Dte. General by 02.12.2022.
4. In view of the above, it is requested that application forms duly filled by officers and staff may be forwarded in consolidated manner to this Dte. General by 15.12.2022.

Encl: As above

Copy to: -

All CEOs/DEOs/ADEOs/Sub-office


(Abhishek Azad)
Asstt DG (Coord)
for DGDE

GUIDELINES FOR ISSUE OF IDENTITY CARDS

Introduction

It has been decided that there shall be a centralized Identity card system for all officers/staff working under Defence Estates Organization to maintain homogeneity and uniformity of ID cards held by officers and Staff of this Directorate General, Directorates, NIDEM, DEO Offices, independent ADEOs and IDES officers/Group 'B' officers holding the charge of CEO. This will also avoid duplication of ID Cards and issue of I-cards by different authorities.

2. Each ID card for serving officers/officials will be having a common format alongwith serial No. assigned according to individuals designation and year of joining the service.

Eligibility

- Officers and permanent employees, presently in service under Defence Estates Organisation shall be eligible for ID cards.
- Retired officers and staff of Defence Estates organisation are also eligible for Pensioners ID cards in consonance with Ministry of Personnel, Public Grievances & Pensions (DOP & T) vide OM No. 41/21/2000-P&PW (D) dated 25.07.2013. In addition, in case of death of a pensioner, his/her family member/spouse will be eligible for the I Card on submission of request alongwith details of PPO Number, Aadhar Card and address proof. For pensioners and dependents, a separate link would be provided on DGDE website.

Procedure

1. A Nodal Officer shall be nominated by DGDE for this Dte. General and by PDs DE for respective Dtes. However, such officer shall not be below the rank of Asstt. DG in Dte. General and not below Deputy Director in Directorates respectively.
2. The serving personnel and pensioners may download the prescribed application form from DGDE website. The same is enclosed as 'Annexure - B' and 'Annexure - C' respectively.
3. Duly filled application form alongwith passport size photograph (photograph shall be with a light background, and individual's face should be clearly visible), will be sent to respective PDDE/Nodal officer through the Head of office. Nodal Officer at the Directorate will countersign the form and forward the scanned copy of the same to the Email id - (ddgcoord-dgde@gov.in) alongwith softcopy of good quality passport size photograph.
4. In case of pensioners' I Card, the pensioner/family pensioner shall submit duly filled application along with photo (uploaded on the email-JPEG version) & PPO/PRAN number to the office from where the pensioner retired. The Head of the office shall certify the particulars within 03 days and recommend by forwarding the email to DGDE (with a copy to the Dte. and to the applicant) to issue the I Card to the applicant. The email to be sent to ddgcoord-dgde@gov.in
The email address of offices under DGDE will be displayed on DGDE website at "Pensioner's Corner".
5. The compiled data of officer/staff in each Directorates shall be maintained by the Nodal Officer.
6. The onus to verify and authenticate the details of applicants shall lie with Nodal Officer/Head of Office. In case any discrepancy is noticed, the fact should be

brought to the notice of this Dte. General immediately and ID card should not be delivered to the applicant until the discrepancy is rectified.

7. The identity card to officers and employees shall be issued every time there is change in designation/place of work owing to promotion/transfer on receipt of request. In all other cases, it shall be renewed after every 03 years. Old ID cards shall be submitted with Nodal Officer alongwith request for issue of fresh ID card. For renewal of the card, employees should send updated information in the same manner as above.
8. Notwithstanding the guidelines mentioned above, the onus of submission of ID cards shall lie with the employee concerned. He/She shall submit the ID to Nodal officer within 15 days of his transfer/promotion leading to change in designation/place of posting or when he is no longer a serving member of this organization.
9. Consequent to any damage to ID card because of wear and tear, fresh ID card will be issued on written request of individual with damaged ID card after ascertaining the facts and genuineness of the case.
10. The ID Cards shall be printed only through this Dte. General. The existing practice of issuing of ID cards will stop forthwith and all ID cards will be issued as per the said guidelines.

Measures to obviate Misuse of Identity card

- Any misuse/tampering of the card may lead to disciplinary action.
- FIR is to be lodged in event of loss/theft of identity card. Individual shall report in writing to this Dte. General/ PDDE/Head of Office immediately alongwith a copy of FIR registered in concerned police station within 07 days of the loss of the card.

APPLICATION FORM OF IDENTITY CARD FOR OFFICER/STAFF

Affix recent
passport size
Photograph

Do not attest

| | | |
|----|--|--|
| 1 | हिन्दी एवं अंग्रेजी में नाम Name in Hindi & English | |
| 2 | पदनाम एवं कार्यालय का नाम Designation & Name of the Office | |
| 3 | जन्म तिथि Date of Birth | |
| 4 | आवासीय पता Residential Address | |
| 5 | संपर्क दूरभाष नंबर Contact No. | |
| 6 | दृष्टि गोचर पहचान चिन्ह Visible Identification mark | |
| 7 | कद Height | |
| 8 | रक्त ग्रुप Blood Group | |
| 9 | सेवा में प्रवेश की तिथि Date of Joining of Service | |
| 10 | वर्तमान कार्यालय में कार्यरत होने की तिथि Date since when working in present office | |
| 11 | सेवा निवृत्ति की तिथि Date of Retirement | |

To be signed by applicant

| Name of the Applicant | Designation | Signature |
|-----------------------|-------------|-----------|
| | | |

To be counter signed by Head of Office and Nodal Officer

| Head of Office | | Nodal Officer | |
|---------------------|--|---------------------|--|
| Name | | Name | |
| Designation & Stamp | | Designation & Stamp | |

APPLICATION FORM OF IDENTITY CARD FOR PENSIONERS

Affix recent
passport size
Photograph

Do not attest

| | | |
|----|--|--|
| 1 | हिन्दी एवं अंग्रेजी में नाम Name in Hindi & English | |
| 2 | जन्म तिथि Date of Birth | |
| 3 | आवासीय पता Residential Address | |
| 4 | संपर्क दूरभाष नंबर Contact No. | |
| 5 | E-Mail ID ईमेल पता | |
| 6 | रक्त ग्रुप Blood Group | |
| 7 | सेवा-निवृत्ति की तिथि Date of Superannuation/ Retirement | |
| 8 | आधार कार्ड नंबर Aadhar Card No. | |
| 9 | सेवानिवृत्ति पर धारित पद Post held on retirement | |
| 10 | अंतिम वेतन Last Pay | |
| 11 | पीपीओ संख्या और तारीख/प्रान संख्या PPO No. and date/ PRAN No. | |
| 12 | कार्यालय का नाम जहां से सेवानिवृत्त हुए हैं Name of the office from which retired | |

To be signed by applicant

| Name of the Applicant | Designation /Relation with Pensioner | Signature |
|-----------------------|--------------------------------------|-----------|
| | | |

To be counter signed by Head of Office and Nodal Officer

| Head of Office | | Nodal Officer | |
|---------------------|--|---------------------|--|
| Name | | Name | |
| Designation & Stamp | | Designation & Stamp | |