

**D6/37190/09**

Police Headquarters, Kerala  
Thiruvananthapuram- 695010

Date: 11 /08/2009

**Circular No: 29/09**

Sub: **Photo Identity Cards – Issue – Procedure – Prescribed** - reg.

- Ref: 1. PHQ Letter No. D12-8602/97 dated 06/10/1999.  
2. PHQ Letter No. H6(c)/92083/06 dated 22.07.08  
3. PHQ Circular No. 9/99 Dated 12.07,99

Instructions regarding issue of Identity Cards were issued vide reference cited.

Hitherto Photo Identity Cards (PIC) were issued by various Unit Heads. The life of a laminated Identity Card is very limited. With the advent of digital technology it is extremely convenient to produce better and more secure Photo Identity Cards. Hence the following procedure will be adopted for the issue of new Digital Photo Identity Cards:-

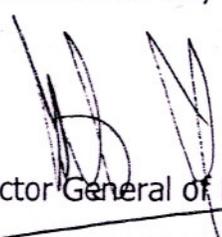
- (1) New Photo Identity Cards will be issued by Superintendent of Police (Security), SBCID, to all the Officers of and above the rank of CIs working in Kerala Police, on behalf of the Director General of Police, Kerala.
- (2) The new card making process with machinery will be integrated with the present SBCID Security wing.
- (3) A Digital Common Database of Officers will be created.
- (4) The Unit Head will be responsible for ensuring the fact that the Photo, the Name and the details of the person to whom the card is issued are all correct.
- (5) All Unit Heads are directed to prepare and forward a filled up Proforma digitally (as in the specimen enclosed herewith) in case of each officer of and above the ranks of CIs. (The instruction regarding issue of Identity Cards for officers up to the Rank of SIs will be issued later).
- (6) All personnel, both officers and constabulary, will be issued Identity Cards with blue band on top.
- (7) Six digit consecutive numbers will be given for the Identity Cards. The PEN (Permanent Employee Number) generated from 'SPARK' application for each individual of Police Department should be used for this purpose.
- (8) The Unit Heads concerned will collect the photographs of above ranked Officers working in their respective Units in digital form with their scanned

signatures along with two identification marks of the concerned and send them to the SP (Sec.), who will prepare and issue the Identity Cards to the Unit Heads. The Unit Head will distribute the Identity Cards to the concerned under acknowledgement. Care should be taken to see that the Signature and identification marks are that of the person in the photograph.

- (9) The photograph of the individual should be one giving front view, in uniform without cap/working dress. No photograph with dark glasses is allowed.
- (10) The normal period of validity of the Identity Card will be 5 years or till the date of retirement, whichever is early.
- (11) When the validity of the Identity Card is over, it should be surrendered for getting a new Identity Card.
- (12) The Identity Card shall be surrendered to the Unit Heads at the time of retirement or when the validity is over. The Unit Head, in turn, will send it to the SP (Sec.) and obtain proper acknowledgement.
- (13) In case of transfer, promotion or deputation to foreign Departments, the holder of the Identity Card should surrender the same to the Unit Heads. The Unit Head, in turn, will send it to the Superintendent of Police (Security) and obtain proper acknowledgement and issue the modified ID Card, if necessary.
- (14) It is the responsibility of the individual to keep the Identity Card in safe custody and to see that the same never falls into wrong hands. In case of loss of the Identity Card, the individual will be held responsible.
- (15) The holder of the Identity Card should ensure that the ID Card is not damaged or mutilated. The holder of the Identity Card should not make any duplicate copy of the same in any form.
- (16) Loss of an Identity Card should be reported to the Issuing Authority and the nearest Police Station without any loss of time. The SHO concerned should make an entry in the General Diary to this effect and cause an enquiry into the circumstances of the reported loss and make all efforts to retrieve the Identity Card.
- (17) For issue of a duplicate Identity Card, in case of genuine loss, an amount of Rs. 200/- will be realised from the individual. This amount has to be remitted in the Govt. Treasury under the Head of Account No."0055-00-800 - other receipts – 98- other item".
- (18) The details of Identity Cards issued to all Police Personnel will be made available in the Computer maintained in the State Police Monitoring Room

and the Security Control Room so that whenever there is an enquiry from any source, the identity of the card holder can be confirmed.

- (19) All the Unit Heads shall arrange to conduct physical checking of the Identity Cards annually in December every year and the result intimated to the Inspector General of Police (Security), SBCID Headquarters during January.
- (20) SP (Sec.) will draw up a Unit-wise schedule for issue of the Identity Cards initially and the Unit Heads will make available the photographs and required details in digital format as per the schedule (Format attached).
- (21) Each Identity Card should at least contain the details like Unique ID Number (PEN), Name, Date of birth, Rank, two identification marks, date of expiry, contact number/address in case of loss of card etc. However Superintendent of Police, (Security) can include more details if felt appropriate.
- (22) While on duty in mufti, the Identity Card should be fixed in a card holder and worn with Blue strap with 'Kerala Police' printed in white colour, running around the collar (inside). However it need not be worn in the above fashion while on duty in uniform. But on such occasions it needs to be worn with a strap on the neck concealed under the collar and shown on demand. The card holder and the Blue strap with 'Kerala Police' printed in white should be provided by the Superintendent of Police (Security).
- (23) IGP (SCRB) will provide a specific page in the official website of Kerala Police with the phone numbers of SPMR and State Security Control Room which can be used for checking the authenticity of the Photo Identity Card in the event of any suspicion regarding genuineness of any Photo Identity Card.

  
Director General of Police, Kerala

# ID Card Proforma \*

1. Name : .....

2. Father's Name: .....

3. Rank: .....

4. Present Post: .....

5. Previous I-Card No: .....

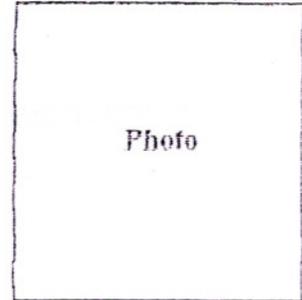
6. Two identification marks:

1: .....

.....

2: .....

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Signature of the officer

\* To be sent digitally (may be in a CD)