

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

In exercise of the powers conferred under Rule 28 of the RPF Rules, 1987, read with section 8 of the RPF Act, 1957 (as amended from time to time), the Director General/RPF hereby issues following Directive.

DIRECTIVE 47

Sub: Issue of standardized and uniform Identity Card to RPF/RPSF Personnel and dependent over Indian Railways.

The issue of uniformity in Identity Cards (ID Card) issued to the RPF/RPSF personnel was under consideration in the Boards office. It has emerged that in the absence of standardized Identity Cards, problems are being faced by RPF/RPSF personnel in getting facilities which are admissible to members of other Armed Forces, like concessional air travel facilities, CPC facilities, etc. Issue was got examined by a three Member committee to suggest design, pattern and standardization of Identity card. Based on the recommendations of the committee and further deliberations, following guidelines are laid down for issue of standardized Identity Cards to all RPF/RPSF personnel and dependents-

2. General Instructions:

- i) The ID Card shall be plastic based. Size shall be same as that of the debit/credit cards issued by banks.
- ii) Size of the strip at the top of the ID Card is to be different for GO's.
- iii) Provident Fund no. (PF No.) shall be indicated in the GO's ID Card. Whereas UIN no. shall be indicated in the ID cards issued to other ranks.
- iv) All the previous RPF/RPSF ID cards must be surrendered before issuing new cards.
- v) The names of the wards/dependents shall not be mentioned in the card.
- vi) Separate dependent ID Cards shall be issued to the wards/dependents. Dependents will include the family members as per the Railway Pass Rules.
- vii) Dependent ID Cards for Railway Board's officers and staff shall be issued by Northern Railway.
- viii) The card of the dependent may also bear the ID card no. of the primary serving RPF staff.
- ix) Number scheme may use 4 types of details of the employee. For example it could be NR/LKO/001/1996 (which includes 1.Railway 2.Division 3.Registration no. of the card 4. Year of joining).

- x) Scanned signature of the card holder and issuing authority shall be pasted on the cards.
- xi) Validation of the card should be mentioned necessarily on the card and same to be renewed with the change of posting (unless cancelled earlier).
- xii) Requisitions for ID Cards may be obtained from all RPF/RPSF staff accompanied with one photograph and scanned signature. Requisitions may be kept in the Divisional/Zonal HQs with the issuing authority for record purpose. Proforma for requisition is enclosed (**Annexure I**).
- xiii) ASC(HQ) in the Divisions and SO to PCSC in the Zonal HQs shall be the Issuing authority in the Divisions and Zones respectively. In their absence, DSC or Dy. CSC/Addl. CSC may issue it.
- xiv) ID Card will be delivered only to the person authorized by the issuing authority after obtaining an acknowledgement or proper receipt on taking delivery of the card.
- xv) Photo of the ID Card holder should invariably be in uniform without cap. It should be clear and a latest photograph.
- xvi) On the occurrence of any of the events specified below, the Identity Card issued to a Force personnel shall be withdrawn and forwarded to the Divisional/Zonal HQ for disposal by the issuing authority:-
 - (a) Discharge, dismissal, removal from service;
 - (b) Transfer;
 - (c) Retirement;
 - (d) Death.
- xvii) Renewal of ID cards may be done duly obtaining the requisition from the applicant for renewal. It should be done before or within 30 days from the date of expiry.
- xviii) All the applications for issue of fresh/new ID cards shall be accompanied with relevant transfer, promotion, change of designation, address orders issued and all the cases of renewal shall be accompanied with old/expiry ID cards.
- xix) Individual Force personnel shall be responsible for any misuse of ID Card of self/dependent and shall be liable for disciplinary action.

3. Procedure for issue of Duplicate ID Card on loss:

- i) In the event of loss of ID Card, FIR shall be lodged in nearest police station by concerned RPF/RPSF personnel.
- ii) Concerned RPF/RPSF personnel should approach Zonal HQ/Divisional HQ with copy of FIR and application containing the facts leading to the loss and request for a duplicate ID Card.

- iii) Zone/Division shall accordingly issue duplicate ID Card to the concerned RPF/RPSF personnel.
- iv) An undertaking to be obtained from the RPF/RPSF personnel to the effect that the duplicate ID Card will be surrendered immediately to the issuing authority in case the lost original ID Card is found by him/her subsequently.
- v) Following penalty for loss is to be charged from the officer/staff. The penalty shall be deposited with the railway earning-

1. First loss	Rs. 200/-
2. Second & subsequent loss	Rs. 500/-

4. Replacement of ID Card due to wear and tear:

Consequent upon mutilation of ID Card because of wear and tear, fresh ID Card will be issued on request of RPF/RPSF personnel enclosing therewith mutilated ID Card after ascertaining the facts and genuineness of the case and completion of the period of five years from the date of issue of the ID Card. Fee of Rs. 200/- is to be charged if the mutilation is prior to completion period of five years. Charges may be waived off, if the wear and tear is due to natural calamity beyond the control of the individual.

5. Separate register is to be maintained for issue of ID Card:

Following two separate registers shall be kept at Zonal and Divisional HQ for issue of ID Cards to staff and dependents-

- i) Register for issue of initial/replacement/renew of ID Card.
- ii) Register for issue of duplicate ID Card on loss.

6. Format of Identity Card (Annexure II to IV) :

i) Front side:

Front side of the Identity Card will comprise of following information-

- ID No.
- UIN No.(PF No. for GO's only)
- Name of the card holder
- Designation
- D.O.B.
- Place of posting(GOI/RPF/RAIL/ZONE)
- Signature Of the card holder
- Signature Of the issuing authority
- Photo(Size)
- Monogram
- RED/BLUE police sign

ii) **Back side:**

Back side of the Identity Card will comprise of following information-

- Residential address
- Blood Group
- Telephone no.
- Control no.
- Id mark
- Validity of the card
- Instructions

7. All Zonal Railways to ensure issuance of Identity Cards to all members of the Force and dependents as per above guidelines.

DA: Annexure-I (Proforma for requisition)

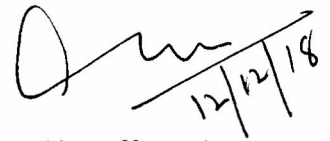
Annexure-II (Identity Card format for other ranks)

Annexure-III (Identity Card for dependents)

Annexure-IV (Identity Card format for officers)

No.2018/Sec(Spl)/200/16 (ID Card)

New Delhi, dated: 12.12.2018



(Arun Kumar)

Director General/RPF

Copy to:

Principal Chief Security Commissioners/RPF,
All Zonal Railways, ICF, KRCL, CORE, Const., RDSO & RPSF

Directors, JR RPF Academy, Lucknow & RPF Training Centre, Moula-Ali.

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ANNEXURE- I

PROFORMA TO BE FURNISHED BY STAFF/OFFICER FOR ISSUE OF IDENTITY CARD

1. UIN No. (PF No. in case of GO) _____
2. Rank _____
3. Name _____
4. Zone _____
5. Division _____
6. Place of posting _____
7. Father's/Husbands Name _____
8. Address _____

_____ Mob. _____
7. Date of Birth _____
8. Date of appointment _____
9. Date of retirement _____
10. Blood Group _____
11. Identity Mark _____
10. Family Detail

Sl	Name of family member	DOB	Relationship	Identification Mark		

DECLARATION

I hereby declare that the particulars given above are true to the best of my knowledge and belief.





Date:

Place:

(Signature of applicant)

Name
Rank
Present place
of posting

Prototype of Identity Card for Gazetted Officers**Front side**


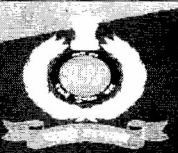
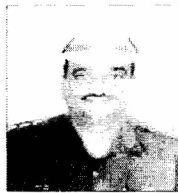
GOVERNMENT OF INDIA Ministry of Railways Railway Protection Force Railway Board		 	
ID No: RB/DLI/01/2012			
 	Name	:	
	Designation	:	
	P.O.P.	:	Rail Bhawan
	D.O.B.	:	
	PF. No.	:	
		Issuing Authority	

Back side

<u>RESIDENTIAL ADDRESS</u>	
Phone No.	:
Blood Group	:
ID Mark	:
Valid Upto	:
<u>INSTRUCTIONS</u> Please surrender on transfer / retirement If found please return to the nearest Police Station or Office.	

Prototype of Identity Card for other ranks



Front side

			
GOVERNMENT OF INDIA Railways Railway Protection Force Northern Railway ID NO. NR/DEL/185/1996			
	Name	:	GULJAR SINGH
	Designation	:	INSPECTOR
	P.O.P.	:	SCNL/RB
	D.O.B.	:	30.05.1968
	UIN. NO.	:	NR960025
			Issuing Authority

Back side

<u>RESIDENTIAL ADDRESS</u> 24-A, Tilak Bridge Railway Colony Near Pragati Maidan, New Delhi	
Mob. No.	: 9968166266
Blood Group	: AB+
ID Mark	: A Cut on Right Side Check
Valid Upto	:
<u>INSTRUCTIONS</u> Please surrender on transfer / retirement If found please return to the nearest Police Station or Office.	

Prototype of Identity Card for dependent**Front side**

	RAILWAY PROTECTION FORCE IDENTITY CARD FOR DEPENDENTS OF SERVING RPF PERSONNEL	
	IDENTITY CARD NO.	
	Name	:
	Date of Birth	:
	Relationship with Personnel	:
		stamp & Signature of Issuing Officer

Back side

Identification Marks	:
Name and Rank of Personnel	:
UIN/PF No.	:
Railway/Division	:
Entitlement 1. Travel in Indian/Jet Airlines on 50 % concession 2. CPC/RPF Canteen Facilities	
INSTRUCTIONS Please surrender on transfer / retirement If found please return to the nearest Police Station or Office.	
Signature/Left Thumb Impression of Card Holder	