



दक्षिण पूर्व मध्य रेलवे  
**South East Central Railway**  
मंडल कार्यालय, कार्मिक विभाग, किंग्सवे, नागपुर-440001  
**Divisional Office, Personnel Department, Kingsway, Nagpur-440001**

No.P/NGP/ITM/2018/08

Dt. 10-03-2025.

To,  
All Concerned,  
Nagpur Division,  
S.E.C. Railway

**NOTICE**

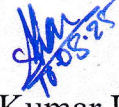
Subject : Self Produced ID card.

In reference to above subject online portal is introduced for Self Produced Identity Card which is inaugurated by DRM/NGP on 03.02.2025. In this regard all staff of Nagpur Division of SEC Railway is required to apply for the Identity Card online only. No manual application for Identity Card accepted from the date 03.02.2025. To apply for Identity Card a detailed booklet is enclosed herewith for the procedure and the link for the same is as under :

[www.secr.indianrailways.gov.in](http://www.secr.indianrailways.gov.in) – Division of SECR => NAGPUR=> Personnel => About => Click for ID-card.

The old Identity Card were the designation and station is as per current status of employee are valid.

Encl : As above.

  
( Susheel Kumar Lakra )  
Asstt. Divisional Personnel Officer-II  
For, Sr.Divl Personnel Officer,  
S.E.C. Railway, Nagpur

  
For, Sr.Divl. Personnel Officer

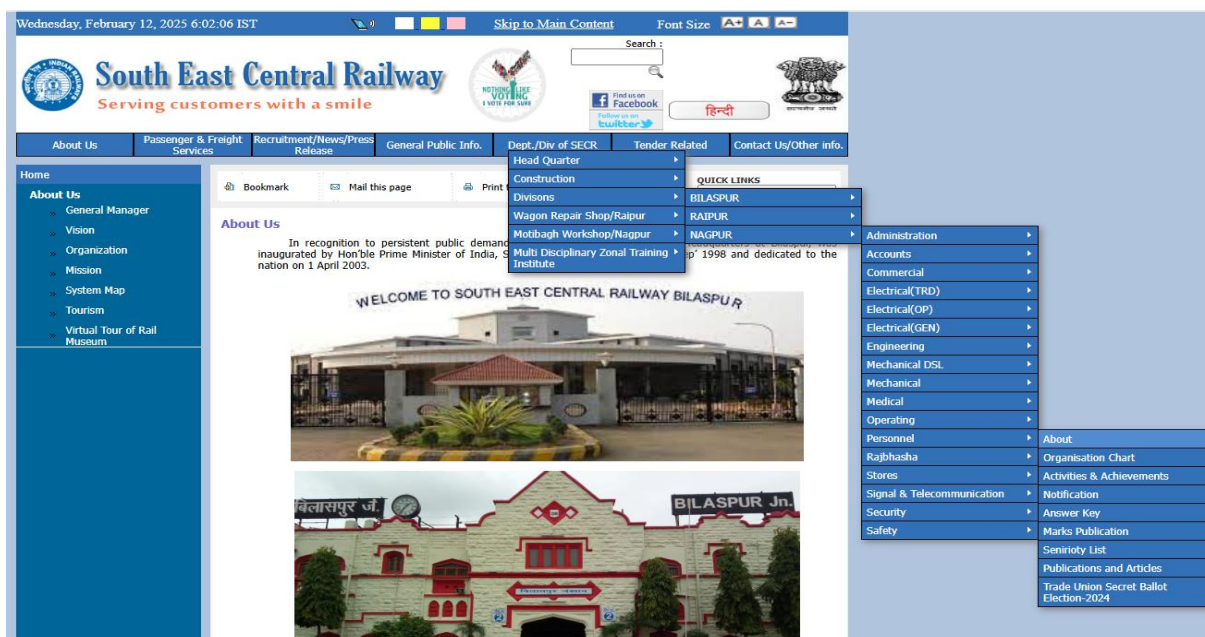
**South East Central Railway  
Personnel Department,  
Nagpur**

**SELF PRODUCED  
ID-CARD (SPID)**

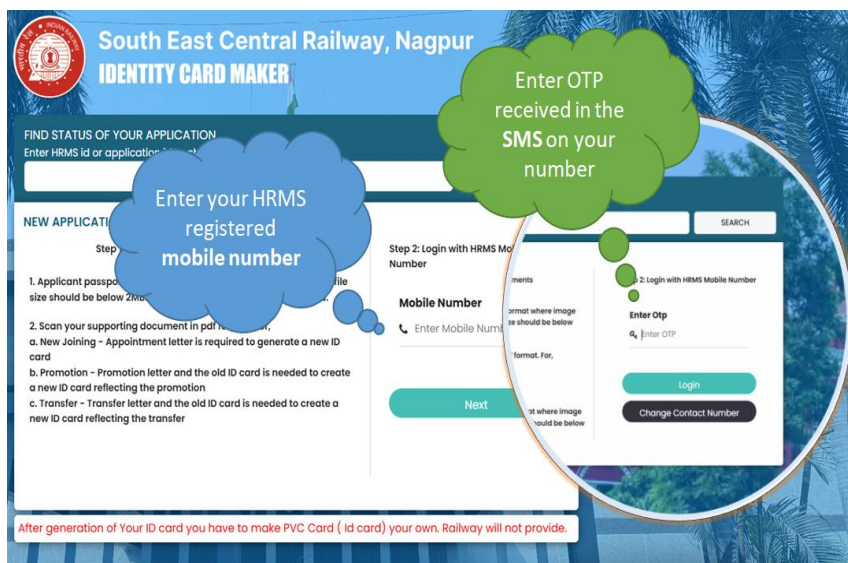


# SELF PRODUCED ID-CARD (SPID)

1. Railway Employee may browse South East Central Railway website through Google. Click on Dept/Division of SECR-> NAGPUR -> Personnel -> About -> Click for ID-card



2. The Employee may register on portal by using her/his HRMS registered Mobile No. She/he may receive an OTP through SMS. The validity of OTP would be 24 hours. She/he can Login through OTP and click Next.



3. Before going further, Employee should also keep her/his recent colour passport size photograph and Signature in jpg/png format in prescribed size below 2MB. Photograph and Signature may be cropped to adjust while uploading.



4. Employee has to keep ready the scan copy of Appointment letter/Joining order/posting order (in case of new employee), Promotion order (in case of Promotion) or Transfer order (in case of Transfer) in pdf format.



5. There will three options available- NEW ID CARD, PROMOTION and TRANSFER types of ID card. Click on APPLY as per your requirement.

The image shows three white buttons with blue borders and text, set against a blue background with the text 'SOUTH EAST CENTRAL RAILWAY' at the top. The first button is labeled 'NEW ID CARD' and 'Application for new identity card'. The second is 'PROMOTION' and 'Application to change the identity card after promotion'. The third is 'TRANSFER' and 'Application to change the identity card after Transfer'. Each button has a blue 'APPLY' button at the bottom.

6. Fill all details correctly as per your Service Record. Name (upto 16 characters), Designation (from drop down options), Employee No., PAN No., Blood Group, Date of birth, Employee Address , Division/Unit (from drop down options), Group of Employee (Group A, B or C from drop down options), Pay level (from drop down options), Aadhaar No., Identification Mark. Validity of Id-card will be automatically filled up as & when date of birth get filled.

The image is a screenshot of a web form titled 'South East Central Railway, Nagpur IDENTITY CARD MAKER'. It contains various input fields for personal and professional details, including Name, Designation, Employee No., PAN No., Blood Group, Date of Birth, Address, and Identification Mark. There are also dropdown menus for Division/Unit, Group, Pay level, and Status of Employee. A 'Upload Document' section is at the bottom, and a 'Terms and Conditions' section is at the very bottom.

7. Upload documents as per above para-4.

8. Upload photograph and Signature. You can Crop to for better adjustment to fit in the given box/space.

9. Click Agree (Terms and condition) and submit the form.

10. The form now forwarded to Verifying Authority (Ministerial staff/supervisor). VA will verify all the details by matching with Service Record/HRMS. If found anything mismatched, the application will be rejected and send back to applicant. If all details are verified correct then application will be forwarded to Approving Authority (DPO/APO).



11. AA may randomly re-check the details and may re-verify and if found correct, the application for Id card may be Approved. Once it is approved by AA, the applicant may receive SMS.



12. After submission of application employee can check the application status by input of HRMS id and may Login to download the generated ID-card and same may be printed on PVC plastic card.

**South East Central Railway, Nagpur**  
**IDENTITY CARD MAKER**

FIND STATUS OF YOUR APPLICATION  
Enter HRMS id or application id to check the status.

SEARCH

### Special feature of Id- card:

1. There are three colour coded Id-card. Green colour for non-gazetted Group C employee, Blue colour for Gazetted Group-B employee and Orange colour for Gazetted Group-A employee.

**Group A - RED Employee ID Card**

भारत सरकार Government of India  
उत्तर प्रदेश South East Central Railway  
नगर नगर Nagpur Division  
नगर नगर Nagpur Division  
Sr. No. SECRNAGDPER14024  
नगर नगर Identity Card  
नगर/Design: SENIOR SECTION ENGINEER  
Station/Div : NAGPUR  
Valid upto : 30.06.2042  
DOB : 18.06.1982  
B. Group : A+  
Employee No : 1234567  
Aadhar No : 12345678901234567890  
Mobile No : 9876543210  
Id Mark : Mole in the chest  
Address: Railway Office Nagpur  
Print Download

**Group B - BLUE Employee ID Card**

भारत सरकार Government of India  
उत्तर प्रदेश South East Central Railway  
नगर नगर Nagpur Division  
नगर नगर Nagpur Division  
Sr. No. SECRNAGDPER14023  
नगर नगर Identity Card  
नगर/Design: SENIOR SECTION ENGINEER  
Station/Div : NAGPUR  
Valid upto : 30.06.2042  
DOB : 18.06.1982  
B. Group : A+  
Employee No : 1234567  
Aadhar No : 12345678901234567890  
Mobile No : 9876543210  
Id Mark : Mole in the chest  
Address: Railway Office Nagpur  
Print Download

**Group C - GREEN Employee ID Card**

भारत सरकार Government of India  
उत्तर प्रदेश South East Central Railway  
नगर नगर Nagpur Division  
नगर नगर Nagpur Division  
Sr. No. SECRNAGDPER14025  
नगर नगर Identity Card  
नगर/Design: SENIOR SECTION ENGINEER  
Station/Div : NAGPUR  
Valid upto : 30.06.2042  
DOB : 18.06.1982  
B. Group : A+  
Employee No : 1234567  
Aadhar No : 12345678901234567890  
Mobile No : 9876543210  
Id Mark : Mole in the chest  
Address: Railway Office Nagpur  
Print Download

2. Validity of Id card is self generated as per date of birth (60 yrs from DOB).
3. There is unique serial number on Id-card which having bunch of information in coded form.
4. There will be Blood group and Alternate Contact no. for emergency purpose.
5. There is QR code consisting of photograph and name of the Id-card holder. QR code may be scanned easily by any scanner which may help against fraudulent/misuse.

**Employee ID Card**

भारत सरकार Government of India  
उत्तर प्रदेश South East Central Railway  
नगर नगर Nagpur Division  
नगर नगर Nagpur Division  
Sr. No. SECRNAGDPER14023  
नगर नगर Identity Card  
नगर/Design: SENIOR SECTION ENGINEER  
Station/Div : NAGPUR  
Valid upto : 30.06.2042  
DOB : 18.06.1982  
B. Group : A+  
Employee No : 1234567  
Aadhar No : 12345678901234567890  
Mobile No : 9876543210  
Id Mark : Mole in the chest  
Address: Railway Office Nagpur  
Print Download