



दक्षिण पूर्व मध्य रेलवे
South East Central Railway
मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.)
HEAD QUARTER, PERSONNEL DEPARTMENT, 1st FLOOR,
GM's OFFICE, BILASPUR (C.G.) 495004

सं. पी-एचक्यू/रुलिंग/पॉलिसी/09

दिनांक: 10.07.2025

प्रति,
सर्व संबंधित

स्थापना नियम सं.- 106/2025

विषय:- Identity Cards and their specifications for Indian Railway Employees and Contract Service Providers in Indian Railways.

रेल्वे बोर्ड के पत्र सं. E(G)2025/Misc/4/ID Card दिनांक 03.07.2025 की प्रति, सूचना, मार्गदर्शन तथा आवश्यक कार्यवाही हेतु प्रकाशित की जा रही है।

उपरोक्त नियम दफ्तरे की अधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> एवं PCPO के share folder (10.206.2.18) पर निम्नलिखित लिंक पर उपलब्ध हैं:-

Web-site- Home page—Dept./Div of SECR—HQ—Personnel—Rules & Publications

Share Folder- Personnel—PCPO—Ruling—html—Estt. Rules

संलग्न:- यथोक्त.

(राघवेंद्र सिंह)

सहायक कार्मिक अधिकारी (मुख्या.)

कृते प्रधान मुख्य कार्मिक अधिकारी

GOVERNMENT OF INDIA/ भारत सरकार
MINISTRY OF RAILWAYS/रेल मंत्रालय
(RAILWAY BOARD/रेलवे बोर्ड)

No. E(G)2025/Misc/4/ID Card

New Delhi, dated: 03.07.2025

The General Managers/DGs/CAOs,
All Zonal Railways/Production Units,
All Centralised Training Institutes,
CORE/Prayagraj & RDSO/Lucknow.

Sub: Identity Cards and their specifications for Indian Railway employees and Contract Service Providers in Indian Railways.

Ministry of Railways have decided to introduce a new format of Identity Card for employees of Indian Railways and Contract Service Providers in Indian Railways for uniformity and standardization. Specifications of the Identity Cards as well as samples of Identity Cards for Indian Railway employees and Contract Service Providers in Indian Railways are enclosed as Annexure-'A' & Annexure-'B' respectively.

2. One physical sample copy of each of ID-Cards for Indian Railway employees and Contract Service Providers in Indian Railways will be sent to all concerned by registered/speed post separately.

3. All ZRs/PUs/CTIs etc. may please take appropriate action for introduction of new Identity Cards as per given specifications, for uniformity and standardization in Indian Railways.

DA: As above.


(Renu Sharma)

Pr. Executive Director (IR)
Railway Board
Tel: 011-23047172

Copy to:-

- (i) DG/RPF- for kind information.
- (ii) JS/RB- for kind information and necessary action.

Identity Card for Indian Railway Employees**Specification**

Card	
Color	Yellow
Size	87MM X 54MM
Material	PVC 240 micron
Printing	Digital Printing, Yellow
Fabrication	NTR Non Tarable fusing process

Lanyard	
Color	Yellow
Size	2cm X 96cm
Material	Polyster Silicon Fabric Dor 240gsm
Hook	Dog Hook & Clip SS Plated
Printing	Digital Printing both side black font on Yellow base

Photograph- Colored

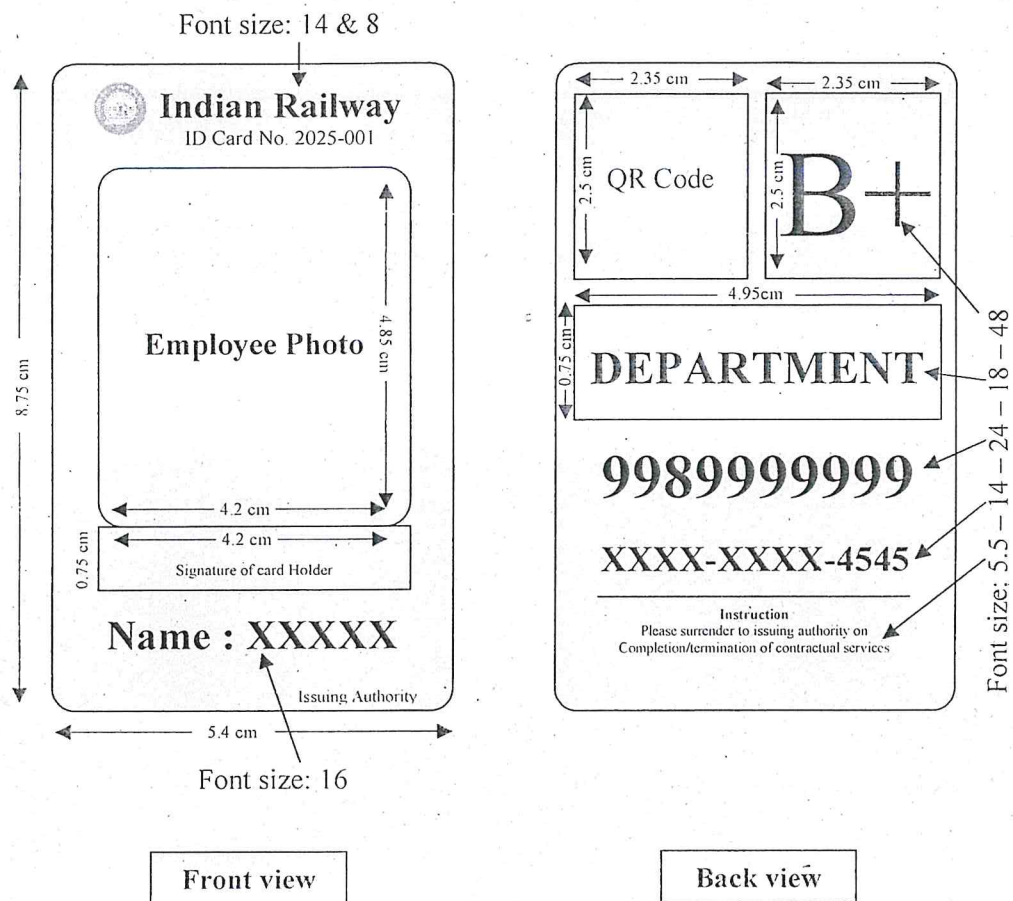
Face Coverage- Center head within frame and present full head from top of hair to bottom of chin. The face should cover 70 percent of the photo area.

Logo of Indian Railways- Colored

Details in QR code:

- i. Name and address
- ii. Rank
- iii. Place of Posting
- iv. Aadhaar No.
- v. Date of issue
- vi. Validity upto
- vii. Name & designation of issuing authority

Sample of Identity Card for Indian Railway Employees



Note:- Writing font – Times New Roman

Identity Card for Contract Service Provider in Indian Railways**Specification**

Card	
Color	Orange
Size	87MM X 54MM
Material	PVC 240 micron
Printing	Digital Printing, Orange
Fabrication	NTR Non Tarable fusing process

Lanyard	
Color	Orange
Size	2cm X 96cm
Material	Polyster Silicon Fabric Dor 240gsm
Hook	Dog Hook & Clip SS Plated
Printing	Digital Printing both side black font on Orange base

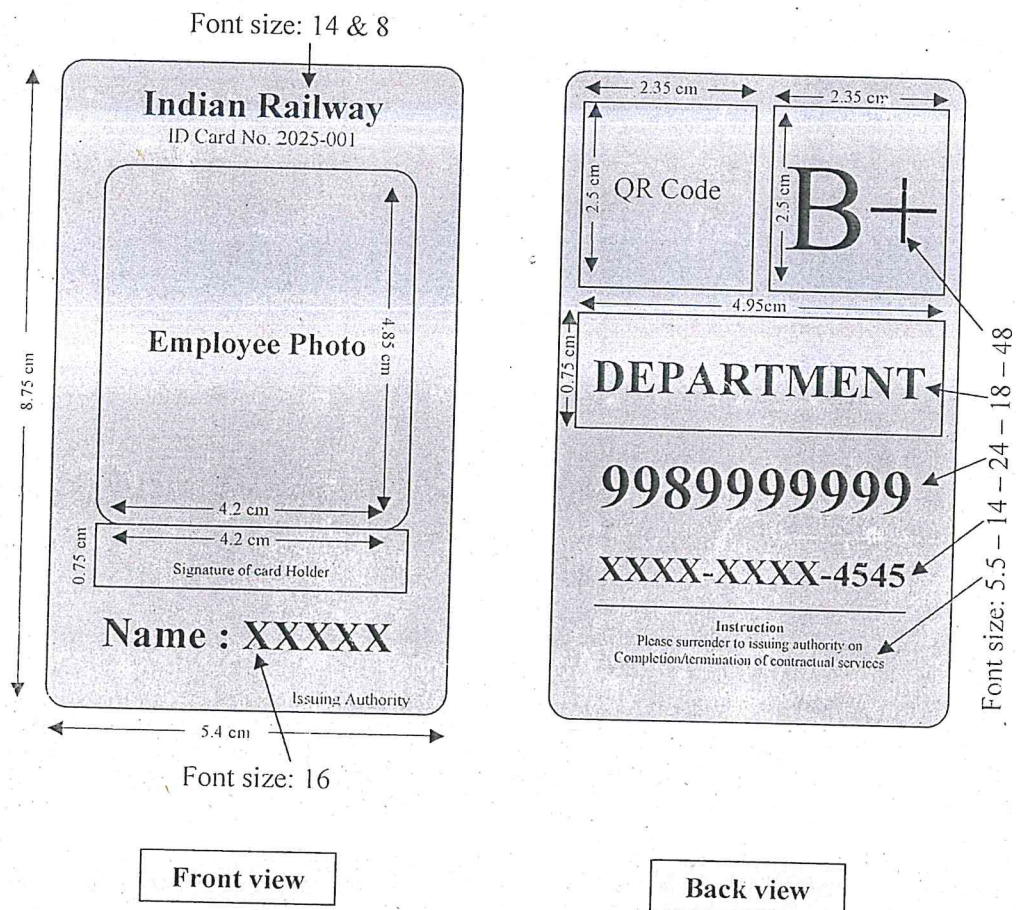
Photograph- Colored

Face Coverage- Center head within frame and present full head from top of hair to bottom of chin. The face should cover 70 percent of the photo area.

Details in QR code:

- Name and address
- Aadhaar No.
- Date of issue
- Validity upto
- Police Verification date
- Name of Agency
- Name & designation of issuing authority

Sample of Identity Card for Contract Service Providers in Indian Railways



Note:- Writing font – Times New Roman