

GOVERNMENT OF NAGALAND
PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT
(ADMINISTRATIVE REFORMS BRANCH)

NO.PAR/PIMS-18/2019

Dated Kohima the 4th November 2022

OFFICE MEMORANDUM

Subject: ISSUE OF PIMS BASED GOVERNMENT IDENTITY CARDS FROM P&AR

In supersession of all standing Government directives on the issue of Government Identity cards, the Government of Nagaland hereby authorizes the PIMS Cell, P&AR Department to issue Photo Identity Cards to all Government employees and pensioners on the basis of the PIMS data.

2. Henceforth, there will be one uniform Government Identity card with the purpose of establishing the identity of the Government employees. It will be accepted as a valid identification by the State Government and the autonomous bodies functioning in/under the Government of Nagaland.

3. Government Identity Card for all Government employees and Pensioners will be issued on application basis as per the provisions given in this OM.

4. The Government Identity card will be issued at the following rates:-

Sl no	Category of employee	Rate in Rupees
1	Regular employee (Group A, B, C& D)	100/-
2	Others (Work Charged, Casual, Contract, etc.)	100/-
3	Pensioners	100/-
4	When reapplying due to loss/theft	Double the rate prescribed above

5. District officials may submit their application in the prescribed format for Government Identity card with the countersignature of their District HOD, to the PIMS Cell, P&AR department along with 2(two) passport photographs through their respective Departmental PIMS nodal officer.

6. Directorate and Departmental officials may submit their application in the prescribed format for Government Identity card with the countersignature of the HOD of their department, to the PIMS Cell, P&AR department along with 2(two) passport photographs through their respective Departmental PIMS nodal officer.

6. Secretariat officials may submit their application in the prescribed format for Government Identity card with the countersignature of the AHOD of their cadre controlling department, to the PIMS Cell, P&AR department along with 2(two) passport photographs.

7. Government Employees who are due to retire may submit their application in the prescribed format for Pensioner Identity Card, countersigned by the HOD/AHOD along

with 2(two) passport photographs, 3 (three) months before retirement through the Departmental PIMS nodal officer.

8. Pensioners may apply for issue of Identity Card directly to PIMS Cell P&AR with a copy of the relevant pages of the PPO order along with 2(two) passport photographs in the prescribed format.

9. Photo requirement:

- In color
- No shadows
- Taken within the last 3 months
- No spectacles unless medically required
- Must be facing the camera directly

10. Each employee is responsible for safe keeping and preserving their Government Identity Card as it is. Any changes/alterations made on the Identity Card by employee will be considered as forgery.

11. Each Identity Card is issued to a particular individual Government employee and it is not transferable. Exchange of IdentityCards or proxy usage is not allowed and will be viewed very seriously.

12. Each Government employee will be issued only a single Identity Card at a time. Any employee wrongfully holding more than one Identity Card is liable to be penalized. When applying for a new Identity card on promotion/transfer the old Identity card must be surrendered to P&AR Department along with the application for a new one.

13. In case of loss or theft of the Identity Card, a copy of the FIR must be submitted along with the application for a fresh Identity Card.

14. The Identity Card will be the basis for entry to the Nagaland Civil Secretariat and other State level offices and must be displayed/presented when required by authority.

Sd/- J. Alam, IAS

Chief Secretary to the Govt. of Nagaland

NO.PAR/PIMS-18/2019

Dated Kohima the 4th November 2022

Copy to:

1. The Secretary to the Governor of Nagaland, Kohima
2. The Principal Secretary to Chief Minister, Nagaland, Kohima.
3. The Sr.PS to Deputy Chief Minister, Nagaland, Kohima.
4. The PS to all Advisors, Nagaland, Kohima.
5. The PPS to the Chief Secretary, Nagaland Kohima
6. The Additional Chief Secretary/Principal Secretaries/Commissioner & Secretaries/ Secretaries, Nagaland, Kohima.
7. The Director General of Police, Nagaland, Kohima.
8. The Principal Accountant General, Nagaland, Kohima
9. The Commissioner & Secretary, Nagaland Legislative Assembly.

10. The Secretary, Nagaland Lokayukta /NIC/NPSCNSSB, Kohima.
11. The Commissioner & Secretary IT&C Dept for uploading in the State Portal and the P&AR website
12. The Principal Director, Treasuries & Accounts, Nagaland, Kohima
13. All Heads of Department, Nagaland.
14. The Publisher, Nagaland Gazette, for publication


(CHUBASANGLA ANAR) IAS

Commissioner & Secretary to the Govt. of Nagaland

Format for application for Identity card

1	Name of employee	
2	PIMS number	
3	Designation	
4	Identity mark	
5	Blood Group	
6	Phone number	
7	Signature of the employee	
8	Sign and seal of the departmental PIMS Nodal officer	
9	Sign and seal of the countersigning Authority (District HOD/HOD/AHOD)	

Please note all details on the identity card will be as per the information recorded in PIMS
This format is to be submitted with 2 Passport Photographs.