

GOVERNMENT OF NAGALAND
PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT
(PERSONAL INFORMATION MANAGEMENT SYSTEM CELL)
NAGALAND : KOHIMA

NO.PAR/PIMS-18/2019/167

Dated Kohima, the 25th February, 2025

OFFICE MEMORANDUM

Subject: ONLINE PROCEDURE FOR APPLICATION FOR PIMS BASED GOVERNMENT IDENTITY CARDS

In partial supersession of this Department OM NO.PAR/PIMS-18/2019 dated the 4th November, 2022, it is conveyed that the procedure for application for Government Identity Card is now fully online and can be accessed through the following url:

- i. <https://govtid.nagaland.gov.in>

Access to the website can also be made through these urls:

- i. <https://dpar.nagaland.gov.in>
- ii. <https://services.nagaland.gov.in>

A. Application process

1. All Government employees and pensioners can apply for their Government Identity Card from this website by registering with their **PIMS Number**. The registration has to be done through a One Time Password (OTP) with the Government employee's mobile number which is linked with their Aadhaar and Salary Bank Account. Once registered, click 'Apply' and fill up the following details for the Identity Card to be generated:

- i. Identification mark
- ii. Blood group
- iii. Mother's name
- iv. Photograph
- v. Email
- vi. PPO number and scanned copy of the front page (for Pensioners)

2. For photo submission, choose the file to be uploaded, drag and resize the photo to the box given, select "Crop and Save", then select 'Submit'. Please note that the photo requirements are listed in this Department's OM NO.PAR/PIMS-18/2019 dated Kohima, the 4th November, 2022 which are reiterated below for ready reference:

- i. Photo must be in colour
- ii. There must be no shadows
- iii. Taken within the last 3 months
- iv. No spectacles unless medically required
- v. Must be facing the camera directly
- vi. Please ensure that a high resolution photo is uploaded

3. Details of Full Name, Employee Code, Father's Name, Designation, Gender, Office address and Department are auto-populated from PIMS. If any corrections in these details are required, the concerned Government employee shall first apply for correction in PIMS from their Department before applying for the Identity Card.

4. Once the details are correct and duly filled up, select 'Edit' for any corrections to be made. If finalised, proceed to making online payment through any of the payment modes, viz., UPI, Net Banking, Debit/Credit Card or eWallet.

5. Once the payment is made, the PIMS Cell, P&AR Department shall scrutinize the application and issue the Identity Card which shall be notified to the concerned Departmental Nodal officer in the website through the respective departmental logins.

B. Pensioners

6. For pensioners who do not have a PIMS number, they can apply for PIMS through the Nodal Officer of the Department from which they had retired. Once the PIMS number is generated they may apply as delineated at Section 'A' above.

C. Monitoring and distribution

7. The status of all applications for a particular Department can be accessed by the concerned Departmental Nodal Officer who will have their own login account in the website <https://govtid.nagaland.gov.in>.

8. The login credentials for the Departments can be obtained from PIMS Cell, P&AR Department. Safeguarding and maintaining the confidentiality of the login credentials shall be the sole responsibility of the Nodal Officer.

9. Once the card is printed, the respective Departmental Nodal Officer will be notified in the website in their departmental Dashboard. Thereafter, it is the responsibility of the Departmental Nodal Officer to collect the printed ID card from P&AR Department and deliver to the employee.

10. The employee can check the status of their application from their respective login and contact the Departmental Nodal Officer for card delivery.

D. Nodal Officer

11. The Departmental Nodal Officer for PIMS shall also be the Nodal Officer for online issue of Identity Cards under this OM.

12. The list of Nodal Officers and their contact details can be found in the website. If the Nodal Officer is changed, the Department are to promptly inform P&AR for updating in the website. Departments that do not have their Nodal Officers listed in the website should submit their names and contact numbers to P&AR Department within 10 (ten) days of issue of this OM.

E. Payment, refund & grievance redress

13. The Identity Card will be issued at Rs.100 (Rupees One Hundred) only.

14. There shall be no refund for cases where the Government employee has applied for a card and found that the details are wrong on delivery as all details have been made available to the employee to verify before finalising payment.

15. In cases where there is a payment failure/error, the Government employee can submit an application, through the Nodal Officer, for refund with documentary proof of the amount deducted to P&AR Department addressed to the Under Secretary, P&AR Department. Any other grievances may be routed through the Nodal Officer to P&AR Department for redress.

F. Re-issue

16. A Government employee can apply for reissue of a Government Identity Card only up to 3 (three) times in a year on promotion/transfer/case of loss. When an Identity Card is lost, they have to submit copy of the FIR lodged for the Identity Card to be re-issued.

G. Authentication and verification


17. Verifying authorities may note that the Government Identity Card will have a QR code which can be scanned by concerned authorities to verify that the employee is holding a valid and current Identity Card. On re-issue of a card, the previous card will be deactivated for verification purpose & no verification link will be generated after a period of 30 days.

Sd/- **Dr. J. ALAM, IAS**
Chief Secretary to the Govt. of Nagaland
Dated Kohima, the 25th February, 2025

NO.PAR/PIMS-18/2019/167

Copy to:-

1. The Commissioner & Secretary to the Governor, Nagaland, Kohima.
2. The Additional Chief Secretary to the Chief Minister, Nagaland, Kohima.
3. The PPS to Deputy Chief Ministers, Nagaland, Kohima.
4. The PS to the Speaker, Nagaland Legislative Assembly, Kohima.
5. The PS to all Ministers/Advisors, Nagaland, Kohima.
6. The PPS to the Chief Secretary, Nagaland, Kohima.
7. All Administrative Heads of Departments, Nagaland, Kohima.
8. All Heads of Departments, Nagaland.
9. The Secretary, NPSC/Nagaland Lokayukta/Nagaland Information Commission/NSSB
10. The Director, IT&C with a request to upload in P&AR Department's website.
11. The Publisher, Nagaland Gazette, for publication in the next gazette.
12. Office copy.


25/02/25
(AKUNU S. MEYASE) IAS
Secretary to the Govt. of Nagaland