

Email

HoFF Kerala

IMPORTANT - Circular No. AIS-C2/294/2021-GAD dt. 27-05-2023 GAD - Issuance of ID cards to serving and retired AIS officers of Kerala cadre - Modified guidelines issued.

From : gadaiskerala@gmail.com

Thu, Jun 08, 2023 01:54 PM

Subject : IMPORTANT - Circular No. AIS-C2/294/2021-GAD dt. 27-05-2023 GAD - Issuance of ID cards to serving and retired AIS officers of Kerala cadre - Modified guidelines issued.

2 attachments

To : Dr.V.P.Joy IAS <chiefsecy@kerala.gov.in>, staffofficertocs@gmail.com, Operation Cell <operationcell.pol@kerala.gov.in>, Police Headquarters <phq.pol@kerala.gov.in>, HoFF Kerala <pccf.for@kerala.gov.in>, ifssection@gmail.com, gasccso@gmail.com, acs home <acs.home@kerala.nic.in>, homescso@gmail.com, mnkntnr@gmail.com, dsaisgad@gmail.com, K R JYOTHILAL IAS <secy.gad@kerala.gov.in>, rgopakumaras@gmail.com, gadaisakerala@gmail.com, gadaisbkerala@gmail.com

Sir,

Please find the enclosed Circular and revised ID card Application form for your reference and necessary action.

Regards,

General Administration (AIS-C) Department,
Govt. of Kerala,
Govt. Secretariat,
Thiruvananthapuram Ph 0471-2518740

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ID Card - Application Format (Revised on 27-05-2023).pdf
91 KB

Circular AIS-C2-294-2021-GAD dt 27-05-2023 ID cards to AIS Officers - Modified Guidelines.pdf
1 MB

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**GOVERNMENT OF KERALA**

General Administration (AIS-C) Department

No. AIS-C2/294/2021-GAD

Thiruvananthapuram, Dated:27-05-2023

CIRCULAR

Sub: GAD - Issuance of Identity cards to serving and retired All India Service officers of Kerala cadre - Modified guidelines issued - reg.

Ref: Government Circular of even number dated 16.05.2022.

As per Government Circular read above, similar Identity cards are being issued to serving and retired All India Service officers of Kerala cadre. In order to streamline the process of applying/ issuing these cards, the following modifications are hereby introduced for adherence;

- a. Only the present Rank/ Grade needs to be mentioned in the ID cards issued to serving AIS officers. Retired AIS officers may continue to be allowed to display the post held/ designation at the time of retirement.
 - b. In case an officer applies for revised ID card on account of his/her promotion to higher ranks or a new ID card in the event of loss of the existing card, the photograph and documentary evidence already submitted can be used again for the issue of revised/updated ID cards and new photograph/ documentary evidence need not be collected again. However, the officer need to mention the ID Card Number already held by him/her in the application form in the space dedicated for the purpose. The provision for including present communication address of serving AIS officers has also been introduced. The revised application format containing the above mentioned changes is enclosed as Annexure to this Circular.
 - c. As significant expense is being incurred for issuing each ID card, the serving AIS officers are advised to refrain from applying for a new ID card on each transfer or within three months prior to their retirement , except in cases involving promotion.
2. The Government Circular re ad above stands modified to the above extent and all the other conditions specified in it shall continue to remain in force.

DR V P JOY
CHIEF SECRETARY

To:

1. All IAS Officers.

2. The Director General of Police cum State Police Chief, Kerala, Police Headquarters, Thiruvananthapuram (for circulation among IPS officers).
3. The Principal Chief Conservator of Forests and Head of Forest Force, Kerala, Forest Headquarters, Thiruvananthapuram (for circulation among IFS officers).
4. The Home (SC) Department.
5. The General Administration (SC) Department.
6. The General Administration (AIS-A&B) Department.
7. The Web and New Media Division of I&PRD (for publication in the website www.gadsplais.kerala.gov.in).
8. Stock File/ Office Copy.

Copy to:

1. The Officer on Special Duty, Office of the Chief Secretary.
2. The PA to Chief Secretary.
3. The PA to Additional Chief Secretary, Home & Vigilance Department.
4. The PA to Additional Chief Secretary, General Administration Department.
5. The CA to Additional Secretary, General Administration (AIS) Department.

Forwarded/ By order

Signed by

Anil Kumar K S

Date: 08-06-2023 11:13:58

Section Officer

**APPLICATION FORM FOR IDENTITY CARD TO SERVING AND
RETIRED ALL INDIA SERVICE OFFICERS OF KERALA CADRE**

(Tick appropriate box)

Application for New ID card

Application for updated ID card

For Updated ID Card Application,
state existing ID Card Number:

"Affix Passport size
colour Photo
only for New ID
Card application"

Name of the Applicant [in Block Letters]	:	
Date of Birth	:	
Date of Retirement	:	
Proof of Identity: (enclose self attested copy of any Govt approved photo identity card for new ID card applications)	:	
Name of Service	:	IAS/IPS/IFS
Present Rank/ Grade held by the Officer (to be filled by serving AIS officers)	:	
Post/ Rank held at the time of Retirement from service (to be filled by retired AIS officers)	:	
Permanent Address	:	
Present Communication Address (to be filled by serving AIS officers)	:	
Telephone No. (Residence)	:	
Mobile Number	:	
Blood Group	:	

Date:

Signature of the Applicant
(Signature to be placed within the box)

Instructions for issuing Identity Card to All India Service officers of Kerala cadre

1. The prescribed application form may be downloaded from the official website of General Administration (AIS) Department www.gadspais.kerala.gov.in and duly filled up application form shall be furnished directly or by post to the General Administration (AIS) Department.
2. After verification of the details, the application will be forwarded to Home (SC) Department for issuance of the Identity Card.
3. The applicant shall obtain the Identity Card from Home (SC) Department in person or through person authorized by the officer, by signing the Issue register maintained in that department.
4. In the event of loss of Identity card, a fee of Rs. 250/- shall be paid at Treasury in the Head of Account 0070-60-800-87B-Other Receipts and original receipt shall be enclosed with the new application form for receiving the duplicate Identity card.
5. The Identity card is non-transferable and shall not be misused.
6. One passport size colour photo of the applicant shall be enclosed with the application form for new ID card.
7. The existing ID card should be surrendered to Home (SC) Department for receiving updated ID card.

[For Office Use Only]

Ref No.

Date:

Verified, recommended and forwarded the application to Home (SC) Department for necessary action.

Signature
Name & Designation