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GOVERNMENT OF KERALA
General Administration (AIS-C) Department

No: AIS-C2/294/2021-GAD

Thiruvananthapuram,

Dated: 16-05-2022

CIRCULAR

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

As per extant practice, the serving All India Service officers of IAS/IPS/IFS cadres allotted to the Kerala Cadre are issued official Identity Cards from their concerned departments, which are used by the officers for identification. Since these official Identity cards vary in design/ format and are required to be surrendered at the time of retirement/ resignation from service, it is now decided to issue uniform Identity cards, on a need basis, to both serving and retired AIS officers of Kerala Cadre.

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2. The procedure for obtaining the Identity card is detailed as follows:

- a. Serving and retired AIS officers who require Identity Cards may apply in the format specified as Annexure to this Circular.
- b. The prescribed application form may also be downloaded from the official website of General Administration (AIS) Department www.gadsplais.kerala.gov.in and duly filled up application form may be furnished directly or by post to the General Administration (AIS) Department.
- c. One passport size colour photo of the applicant shall be enclosed with the application form.
- d. After verification of the details, the General Administration (AIS) Department shall forward the application to Home (SC) Department for issuance of the Identity Card.
- e. The applicant shall obtain the Identity Card from Home (SC) Department in person or through person authorized by the applicant, by signing the Issue register maintained in that department.
- f. 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.
- g. The Identity card is non-transferable and shall not be misused.

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- h. The validity of the Identity Card shall be for a period of five years from the date of issue.
- i. The expenses for issuing the Identity Cards to serving and retired AIS officers shall be met from the existing Head of Account currently operated by Home (SC) Department.

DR V P JOY
CHIEF SECRETARY

To:

1. All IAS Officers.
2. The Director General of Police and State Police Chief, Kerala, State Police Headquarters, Thiruvananthapuram (for circulation among IPS officers).
- ✓ 3. The Principal Chief Conservator of Forests and Head of Forest Force, Kerala, State 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 & New Media Department 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 Principal Secretary, General Administration Department.
5. The CA to Additional Secretary, General Administration (AIS) Department.

Forwarded / By order



Section Officer

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

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)	:	
Name of Service	:	IAS/IPS/IFS
Present Post/ Rank or Post/ Rank held at the time of Retirement (as is applicable)	:	
Permanent Address	:	
Telephone No. (Residence)	:	
Mobile Number	:	
Blood Group	:	

Date:

Signature of the Applicant

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.gadsplais.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

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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 Office Use Only]

Ref No.

Date:

Verified, recommended and forwarded the application along with one passport size photo to Home (SC) Department for necessary action.

Signature
Name & Designation
