

## IDENTITY CARDS

- 3.1 Every Government servant shall be issued an Identity Card with his personal details to establish his identity whenever required. It is a very important document and should be in the personal custody of the government servant concerned.

The Identity Cards issued by CBI are of the following kind:

- (i) CBI Identity Card
- (ii) CBI Photo pass

3.2 **Persons to whom CBI Identity Cards are issued**

CBI Identity Cards are issued to all executive and prosecution staff and RSO's working in CBI. Ministerial staff of CBI are not issued CBI Identity Card. CBI Identity Cards are issued under the signature of Administrative Officer (Accounts), CBI and counter signed by Under Secretary, Cabinet Secretariat. CBI Photo passes are issued by CBI, Head Office to all ranks in CBI<sup>[1]</sup>.

3.3 **Use of CBI Identity Cards**

- 3.3.1 CBI Identity Cards are issued in order to establish the identity of the officers holding the cards and to authorize them to seek access to all offices of the Central Government and its Departments, all Projects and Undertakings sponsored by the Central Government, all Defence Services Commands, Departments, Factories, all State Railway Offices, Workshops, all Ports and Aerodromes etc. for the purpose of conducting enquiries. The identity cards are issued to the RSOs to establish their identity as Railway Officer who are on duty with the CBI for detecting cases of corruption in the Railways.

- 3.3.2 Every identity card holder shall carry on his person his identity card while moving out on duty and shall produce it whenever required to do so by any competent authority.

3.4 **Supply of Blank Identity Cards**

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<sup>[1]</sup> Detailed guidelines for issue of above Identity Cards and their safe custody have been issued by CBI, Head Office from time to time ( O.M. No.5/18/61-Est dated 30.1.1962) which may be followed by all the branches.

Blank Identity Cards for all ranks will be supplied from the CBI Head Office to Branch offices on their demand. The Branch offices shall keep proper account of blank Identity Cards in the forms/registers prescribed for the purpose.

**3.5 Issue of Identity Card**

Identity cards will be prepared by the branch in which the person concerned works and sent to Head Office duly completed and verified for being signed by the competent authority. No CBI Identity Card should be issued by CBI Branches. No CBI Identity Card will be issued to a person not working in CBI.

**3.6 Safe custody of Identity Card**

The holder of the identity card is personally responsible for its safe custody.

**3.7 Misuse of Identity Card**

Identity Cards should be made use of strictly for the purpose for which they are meant and only in the discharge of official duties. Any misuse will be viewed seriously. Identity Cards are not transferable. An official using another person's card will render himself liable to disciplinary action. Depositing of Identity Card as security or otherwise and thereby allowing the card to fall in to unauthorised hands renders an official liable to disciplinary action.

**3.8 Loss of Identity Card**

In case of loss of an Identity card, it is incumbent on the holder to report the loss immediately to the nearest Police station and at the same time to his office also. On receipt of information of loss of an Identity Card the branch office has to send a report to the Head Office giving full details regarding the loss of Identity Card and further action taken in the matter. Branch Office should take action for issue of a duplicate Identity card after collecting the penalty and initiate disciplinary action, if necessary against the loser. The Police authorities and the office should be informed immediately if the Identity Card reported to have been lost is subsequently found and in case a duplicate card has in the meantime been issued, it should be sent to the Head Office for cancellation.

**3.9 Penalty for the loss of Identity Card**

Penalty charges for loss/mutilation of Identity Cards are to be imposed as per rates prescribed from time to time. The amount of penalty once recovered is not refundable. The amount of the penalty is to be deposited in the Government

Account under the head of account “XXIII-Police Misc. receipt”. In addition to the penalty fee, suitable punishment must be awarded in each case where the Identity Cards are lost on account of negligence or carelessness or due to any avoidable fault of the owner or if the owner fails to give a satisfactory explanation for the loss. An entry should be made in the register as indicated above regarding the loss of the Identity Card.

### 3.10           **Withdrawal of Identity Cards**

On the occurrence of any of the events specified hereunder the Identity Card issued to a member of the SPE would stand cancelled and is to be withdrawn immediately by the Branch office/Head Office and sent to Head Office for cancellation. The date of reversion/retirement/discharge/suspension/death/transfer of person concerned should be indicated in the forwarding letter

- (a) Retirement
- (b) Discharge from Service
- (c) Suspension
- (d) Repatriation to the parent department
- (e) Transfer outside the Branch
- (f) Death
- (g) Change of designation

In case any official fails to return his Identity Card, penalty charges may be recovered besides taking any other action as deemed necessary.

### 3.11           **Annual Physical Verification of Identity Cards**

The Identity Cards issued to the officers and staff should be physically checked by a responsible officer not below the rank of Dy. S.P. in respect of branches and Office Superintendent in respect of Head Office. A certificate to this effect should be sent to Head Office by the 2nd week of January every year.

### 3.12           **Destruction of Identity Cards**

All cancelled Identity Cards are to be returned to Head Office for updating the records and destruction.

### 3.13           **Confiscation of Identity Cards**

The Inspector General of Police, SPE has the right to confiscate the Identity Card of any member of the SPE office without any notice or assigning any reason thereof.

The Government of India, Ministry of Personnel, Public Grievances & Pensions (Department of Pension & Pensioners Welfare) vide their OM No.41/21/2000-P&PW(D) dated 16.11.2000 have introduced Identity Cards to the Central Government pensioners. Accordingly, instructions/guidelines for issue of Pensioners Identity Card to a retired/retiring employee of Central Bureau of Investigation have been issued vide CBI, Head Office Circular No. DPAD2/2002/00158/26/3/2001 dated 06.02.2002.