

CHANDIGARH POLICE
STANDING ORDER NO. 2/2015

Subject:- Standing Operating Procedure for issuance of Smart Identity Cards to Chandigarh Police Personnel's.

This Standing Order aims at consolidating and updating all instructions/orders regarding the issue of Identity Cards to Chandigarh Police Officers and officials and Group 'D' employees etc.

The identity card is the simplest and most effective method of establishing the identity of a public servant on or off duty. Its possession by all officers and men of Chandigarh Police and Group 'D' employees is obligatory. Its possession by Police Personnel enables them to enter pose for the maintenance of peace and order or for rendering assistance to needy persons, whenever necessary.

CLASSIFICATION AND COLOUR

All officers/men of Chandigarh Police, including Ministerial Staff and Group 'D' employees shall be issued Smart Identity Cards with a colour photograph. The design (size & format) of the identity card has already been approved by the IGP.

The card shall bear permanent No. of each officer, employee of subordinate rank and Group 'D' employees. Such Nos. shall be allotted by Computer Cell. In the case of G.Os./other civilian staff it shall only contain their designation. The colour or the retractable cord having logo of Chandigarh Police shall be different. For each group of employees as given in Annexure 'A'.

PREPARATION OF IDENTITY CARDS

Arrangements for the preparation of Smart Identity Cards will be done by Chandigarh Police Computer Section. "The hardware has been installed and consumable shall be requisitioned as required from time to time.

Proper record regarding their issue shall be maintained by Computer Section.

- SR. No.
- Name and rank Of the official
- No, PIS No.
- No. of the Identity Card
- Card and date of issue

SURRENDER OF IDENTITY CARDS

The identity card must. be surrendered by the holder in Computer Section at the time of discharge, retirement)upon death by next of kin and at the time of proceeding on deputation to outside departments. Necessary entries to this effect shall be made in Ch.Roll/Service book & in PIS of the concerned official and intimation sent with card to the issuing authority for destruction of card.

All surrendered, damaged and defaced cards shall be destroyed by the issuing authority and a certificate to this effect, recorded in the identity cards/issue register.

Smart Identity Card shall be issued only after depositing the old identity card by the concerned officer/employee.

1. Initially the Smart Identity card to each employee will be issued free of cost. One Card Holder and one retractable cord will also be provided free of cost.
2. On promotion or damage due to reasonable reasons the smart Identity Card will be re issued free of cost.
3. In case of loss of Identity Card, the same will be issued against payment of Rs. 100/- .Suitable action may also be taken against the employee concerned for his/her negligence.
4. In case the Card Holder or retractable cord is lost, the same will be made available on payment of Rs. 30/-.
5. Proper account will be maintained by Computer section for receipt of all payments received towards issue of Identity cards issue of Card Holder

his/her category. Beside Stars have been marked on the Smart Identity Card according to category of each employee.

Following are the Categories

- A. IPS Officers;
- B. All GOs (except IPS) Officers;
- C. Inspector, SI and ASI;
- D. Head Constables, Sr. Const. and Constables;
- E. Ministerial Staff (All categories); and
- F. Group 'D' employees.

7. It is the responsibility of every employee to keep his/her identity card in safe custody to avoid any misuse.
8. No employee will make duplicate copy of the identity card after colour Photostat or otherwise by any mechanical or electronic means, such as photocopies .
9. Smart identity cards will be prepared in a phased manner for which schedule will be communicated to all units. Employees will report for making their identity cards strictly in accordance with the schedule to avoid rush at PHQ.
10. Above instructions should be strictly complied with by all the ranks.
11. In case of damage/loss on duty it shall be re-issued at govt. expenses.
12. In case of loss due to negligence, payment, of Rs. 100/- shall be levied with warning. The cost recoverable shall be reviewed once every of 2 years.



(R. P. Upadhyaya, IPS)
Inspector General of Police
U.T. Chandigarh.

01.12.2015.

Sample

Designation



IPS Officers



GOs



NGOs



ORs



Ministerial Staff



Group - D