

**GOVERNMENT OF ASSAM**  
**PENSION AND PUBLIC GRIEVANCES DEPARTMENT**  
**DISPUR:::: GUWAHATI:::::6**

ORDERS BY THE GOVERNOR OF ASSAM  
NOTIFICATION

No.PPG(G)11/2012/83

Dated Dispur 26<sup>th</sup> June 2013.

Sub : **Identity Cards to the State Government Pensioners-reg.**

The Govt. in the Pension & Public Grievances Department is receiving representations time to time from a large number of retired employees of the State Government for issue of Identity Cards for their identity on retirement. In the meantime, the Govt. of India vide their OM No. 41/21/2000-P&PW (D) dated 30<sup>th</sup> April 2000 and No. 41/21/2000-P&PW(D) dated 16<sup>th</sup> November 2000 have also decided to issue Identity Cards to all the central Govt. pensioners. After careful consideration of all aspects the Governor of Assam is pleased to issue Identity Cards in the format appended herewith [ Annexure-A] to the retired State Govt. employees with immediate effect as per instructions/ guidelines detailed below :-

1. Identity cards to the retired State Government employees/pensioners shall be issued by the respective Administrative Departments, Heads of Departments and District Heads of Office through their respective authorized officers based on the applications submitted by the retired/ retiring govt. servants.

- a) for all India Services like IAS,IPS and IFS Officers their Identity Cards will be issued by the concerned cadre controlling departments i.e. Personnel ,home and Environment & Forest Departments respectively.
- b) for the Officers of Assam Civil Services, Assam Police Services, Assam Forest Services, Assam educations Services and Assam Finance Services Identity Cards will be issued by the concerned cadre controlling Departments i.e., Personnel (A) Home, Environmental & Forest, Finance Departments respectively.
- c) regarding issue of Identity Cards to retired Assam Judicial Services officers and other staff working under their administrative control, Hon'ble Gauhati high Court may adopt similar procedure for issue of Identity Cards to the retired Assam Judicial Services officers and staff.
- d) For technical department officials like PWD, Irrigation, PHE, Water Resource and other line Department respective cadre controlling departments will issue the Identity Cards to the officers who worked under their administrative control.
- e) for officers and staffs who were working in the Secretariat belonging to the Assam Secretariat Services/ Stenography Services, on their retirement their Identity Cards will be issued by Secretariat Administration (Establishment) Department. For retired Stenograph, their identity card will be issued in the basis of the individual application to Secretariat Administration (Establishment) Department duly recommended by the Special Officer and ex-officio Deputy Secretary.
- f) the officers and staffs who worked in the Secretariat but not belong to Assam Secretariat Services may also be provided with the Identity Cards on their retirement on the basis of the individual application to Secretariat Administration (Establishment) Department duly recommended by their respective controlling officers. Their Identity Cards will be issued by Secretariat Administration (Establishment) Department.

2. The Cost of the Identity Cards Shall be borne by the retired Government Servants.

3. 2(two) copies of recent Passport size Photograph are to be provided by the retired govt. servants along with the application for Identity Cards.

4. Identity Cards will enable them to secure entry into Assam Secretariat and other Government offices. Separate entry passes for entry into Assam Secretariat by the retired Government servant will not be required for them. There should be separate line/queue for entry into Assam Secretariat for the retired Government servants/pensioners. Record of their entry should be maintained at the entry point in a separate register.

5. At District and Sub-Divisional Level, Deputy level, Deputy Commissioners and Sub Divisional Officers (Civil) will appoint an authorized officer for issue of such Identity Cards duly recommended by the concerned Heads of the Offices under which the retired Government servants served. The Deputy Commissioner and Sub Divisional Officers (civil) will be responsible for maintaining proper records about the issue of Identity cards so as to avoid duplicity or fake issue of Identity Cards.

6. The validity of the cards will be for a period of 10 (ten) years from the date of issue. Cards will be renewed for another 5 years in every time of renewal if necessary.

(Sri. N.K.DAS, IAS)  
Chief Secretary to the Govt. of Assam  
Dispur, Assam

Memo. No.PPG(G)11/2012/83-A  
Copy to:

Dated Dispur 26<sup>th</sup> June 2013.

1. The Chief Secretary, Assam, Dispur, Guwahati-6.
2. All Additional Chief Secretaries to the Govt. of Assam, Dispur, Guwahati-6.
3. All Principal Secretary to the Govt. of Assam, Dispur, Guwahati-6.
4. All Commissioner and Secretaries/ Secretaries to the Govt. of Assam.
5. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
6. The Commissioner & Secretary to the Governor of Assam, Rajbhawan, Guwahati-1.
7. The Chairman, Board of Revenue, Panbazar, Guwahati-1.
8. The Chairman, Assam Administrative Tribunal, Panbazar, Guwahati-1.
9. The All Divisional Commissioner, Assam.
10. The Agriculture Production Commissioner, Assam, Dispur, Guwahati-6.
11. All Administrative / Heads of Department.
12. All Deputy Commissioner/ Sub-Divisional Officers.
13. The Trade Adviser and Director of Movement to the Govt. of Assam, Assam House, Russel Street, Kolkata-8.
14. The Resident Commissioner, Govt. of Assam, Assam Bhawan, Sardar Patel Marg, Chanakyapuri, New Delhi.
15. The Liaison Officer, Assam House, Staney Land Shillong.
16. The Registrar, Gauhati High Court, Panbazar, Guwahati-1.
17. All District and Session Judge.
18. The Director of Administrative Staff College (CTI) Khanapara, Guwahati-21.
19. All Treasury Officer/ Sub-Treasury Officer.
20. Director of Pension, Assam, Housefed Complex, Guwahati-21.
21. Director of Information and Public relations, Assam, for giving wide publicity through print as well as electronic media.
22. Director of Printing and Stationery, Assam, Bamunimaidan, Guwahati-21 for publication in the next issue of the Assam Gazette. He is also requested to supply 2000(Two Thousand) Copies of the same to this Department.
23. The P.S. to Hon'ble Chief Minister, Assam, for kind appraisal of the Hon'ble C.M.
24. The P.S. to Hon'ble Minister, P & PG, for kind appraisal of Hon'ble Minister.
25. The P.S. to All Hon'ble Minister/ Ministers of State.
26. The P.S. to all Parliamentary Secretaries.

By Order etc.,

(Md. M.U. Ahmed, IAS)  
Commissioner & Secy. to the Govt. of Assam  
Pension & Public Grievances Department.  
Dispur, Guwahati-6.

**ANNEXURE-A**

**[FRONT]**

**Pensioners Identity Cards : Government of Assam**

- a) I-card No.  
b) Name :  
c) Residential Address :  
d) Telephone Number :  
e) Blood Group :

Valid Upto

SPACE FOR PHOTOGRAPH
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Date of Issue:

**Signature of the Issuing Authority**

**Signature of Card holder**

**[Overleaf]**

- Date of Birth/ Superannuation:
- Post held at the time of retirement:
- Pay scale:
- Last pay drawn:
- Qualifying services:
- Pensions, if sanctioned (provisional of final)
- PPO No and Date, if issued:

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(Md. M.U. Ahmed,IAS)  
Commissioner & Secy. to the Govt. of Assam  
Pension & Public Grievances Department.  
Dispur, Guwahati-6.