



No. PL-7-I Cards-Misc. 2012-18-

Office of the Director General of Police
Police Headquarters, Himachal Pradesh, Shimla

Dated: Shimla-2, the

22nd August, 2025

OFFICE MEMORANDUM

Subject: Regarding management of Modern Identity Cards.

This office memorandum lays down comprehensive guidelines in continuation of this **Office Circular No. PL-7-I Cards-Misc. 2012-18-435-85, dated 05-12-2018** for the issuance, renewal, replacement, management, and record maintenance of various types of Identity Cards (I-Cards) used within the Himachal Pradesh Police Department. The card design samples are hereby also attached with this Office Memorandum for references. These include:

1. Identity Cards for Serving Police Personnel
2. Emergency Response Support System (ERSS) Identity Cards
3. Pensioners' Identity Cards
4. KPKB Canteen Cards
5. "Khakis Fitness" PHQ Gym Membership Cards
6. Police Headquarters Cards

2. Classification of Identity Cards:

S.No.	Type of Card	Issued To	Purpose	Issuing Authority
A.	Police Personnel Identity Card- Horizontal	<i>Serving Police Personnel</i>	Identification, Access Control	ADGP Law & Order, Police Hdqrs.
	Police Personnel Identity Card- Vertical			
B.	Emergency Response Support System (ERSS) Identity Cards	<i>Personnel posted at ERSS</i>	Identification, Access Control of ERSS	ADGP Law & Order, Police Hdqrs.
C.	Pensioners' Identity Card	<i>Retired Police Personnel</i>	Identification, Benefits Entitlement	ADGP Law & Order, Police Hdqrs.
D.	KPKB Police Canteen Card	<i>Serving & Retired Police Personnel</i>	Purchase from KPKB Police Canteens	SP Welfare, Police Hdqrs.
E.	"Khakis Fitness" Membership Card	<i>Active Authorized Members</i>	Access to Gym Facility	Member Secretary, "Khakis Fitness"- Gym
F.	Police Headquarters (PHQ) Card	<i>Officials posted at PHQ Shimla</i>	Controlled entry to PHQ premises	Head of Office, Police Hdqrs.

3. Application and Submission Process: Applicants intending any of the above mentioned cards must fill standard application form (***Annexures are hereby attached***) with recent passport-size photograph and signature (if required).

Such Application form shall be submitted either through the references of the concerned Issuing Authority or by submitting the requisite documents as specified by the concerned issuing authority for generating such card.

The Application shall be submitted either to the CRC/ Establishment Branch of the concerned district/ unit of the applicant and the same shall be forwarded to Police Headquarters or can directly be submitted to the IT Cell, PHQ with all supportive documents.

4. Policy on Issuance & Charges:

A. Identity Card for Serving Police Personnel:

- i. **First-time Issuance / Expiry-based Renewal:** Free of cost.
- ii. **Change of orientation:** Changing of orientation of Identity Card from Vertical to Horizontal and vice-versa will be on voluntary-basis and will **cost ₹100/- (Rupees One Hundred) only.**
- iii. **Photographs** required for this card shall be uniformed (*with uniform cap if applicable and no spectacles/ goggles*) except for the personnel of the State CID, SV&ACB, Ministerial Staff and Deputationists.
- iv. **Promotion-related Update:** New card to be issued free of cost upon submission of old card to the CRC Branch of the concerned unit or IT Cell PHQ.
- v. **Validity:** 10 years from issuance, re-employment, extension of service or until retirement, whichever is earlier.
- vi. **In case of deputationists,** 1 year of validity or until retirement, whichever is earlier.

B. Identity Card for ERSS Personnel:

- i. **First-time Issuance / Expiry-based Renewal:** **₹100/- (Rupees One Hundred) only.**
- ii. **Validity:** 5 years from issuance, re-employment, extension of service or until retirement, whichever is earlier.

C. Identity Card for Pensioners:

- i. **First-time Issuance upon Retirement:** **₹100/- (Rupees One Hundred) only.**
- ii. **Prerequisite:** Surrender of old service Identity Card (*whether expired or not*) is **mandatory.**
- iii. **Photographs** required for this card shall be non-uniformed without spectacles/ goggles.

D. KPKB Police Canteen Card: The cards will be issued for the **first time** upon the reference form received from the concerned Issuing Authority with Application Form inclusive of **₹100/- (Rupees One Hundred) only.**

E. **"Khakis Fitness" Membership Card:** The cards will be issued for the **first time** upon the reference form received from Incharge, "Khakis Fitness" PHQ, Gym with Application Form inclusive of **₹100/- (Rupees One Hundred) only**.

F. **Police Headquarters (PHQ) Card:** Police Headquarters Card will be issued for the **first time** to the personnel posted at Police Headquarters for free of cost.

5. **Record Maintenance, Role and Control Measures**

Sr. No.	Task	Responsible Authority
1.	Card Printing & Distribution	IT Cell, PHQ
2.	Record Maintenance	IT Cell, PHQ
3.	Purchase of Card & Card Printing Equipment	P&L Branch, PHQ
4.	Treasury Deposits of Fee Collected	Accounts Branch, PHQ
5.	Maintenance of Card Printing Equipment	IT Cell, PHQ

6. **Replacement of card (Lost or Damaged):**

i. **A fee of ₹200/- (Rupees Two Hundred) only** will be charged for replacement of any Identity Card that is lost or damaged along with the application form specified in *point 3, In case of:*

a. **Damage to card:** Submit the damaged card along with an application form.

b. **Loss of card:** The applicant shall submit a **General Diary (GD) Report** of the Police Station or Post related to the loss report of such card.

7. This Office Memorandum is effective **immediately** from the date of its issue and is applicable to all personnel of Himachal Pradesh Police, including district and specialised units, battalions and training institutes.

Encls.A.A

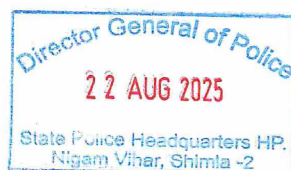
(BY ORDER)

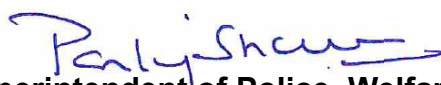
**Director General of Police
Himachal Pradesh**

Endst. No. As Above – 17675-724 Dated: Shimla-2, the 22nd August, 2025

Copy to information and necessary action (through email) to:-

1. All Heads of Police Offices in Himachal Pradesh.
2. All Branch Superintendents and Incharges, PHQ Shimla – 02.
3. Incharge SCRB, CID, Khalini, Shimla – 02 for uploading on official website.
4. Guard File.

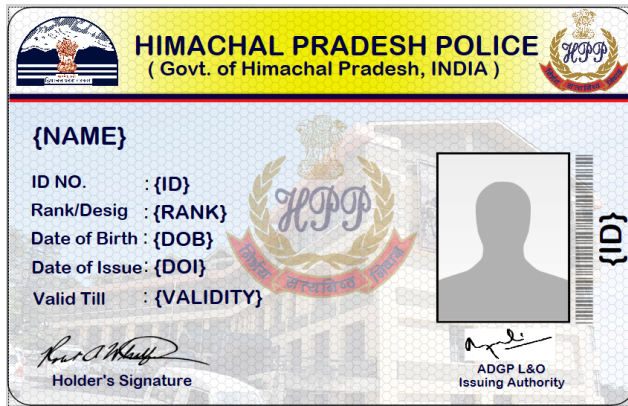



**Superintendent of Police, Welfare,
For Director General of Police,
Himachal Pradesh**

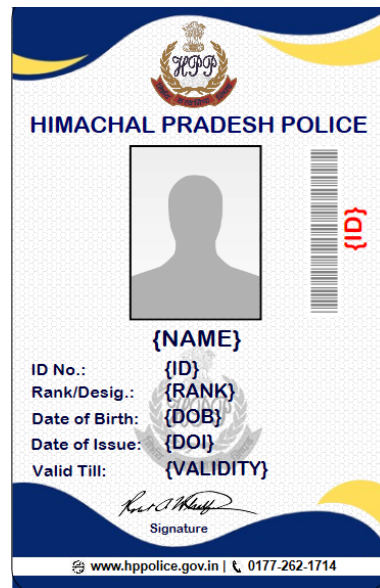
DESIGN SAMPLES OF IDENTITY CARDS

1. Identity Cards for Serving Police Personnel

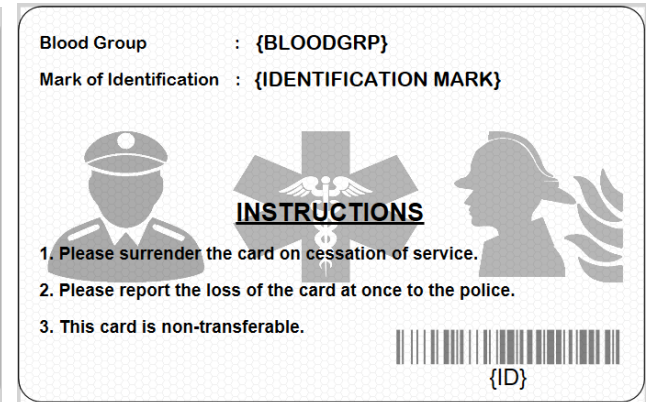
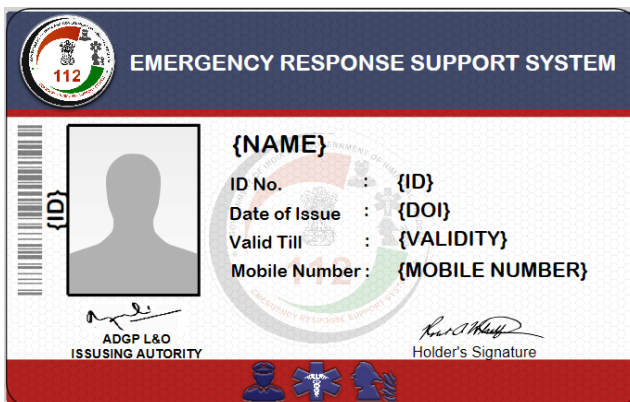
a. Orientation: Horizontal



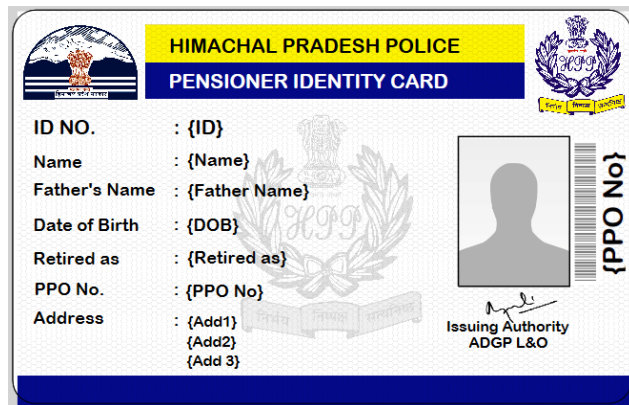
b. Orientation: Vertical



2. Emergency Response Support System (ERSS) Identity Cards



3. Pensioners' Identity Cards



HIMACHAL PRADESH POLICE
PENSIONER IDENTITY CARD

ID NO. : {ID}
 Name : {Name}
 Father's Name : {Father Name}
 Date of Birth : {DOB}
 Retired as : {Retired as}
 PPO No. : {PPO No}
 Address : {Add1}
 {Add2}
 {Add 3}

Issuing Authority
ADGP L&O

{PPO No}

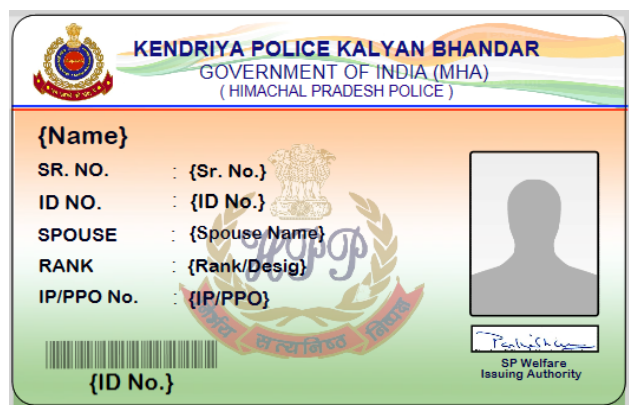
Blood Group : {Blood Group}
 Mark of Identification : {Mark of Identification}
 Mobile No. : {Mobile No}

INSTRUCTIONS

1. Please report the loss of the card at once to the Police.
2. The card is non-transferable.



4. KPKB Canteen Cards



KENDRIYA POLICE KALYAN BHANDAR
GOVERNMENT OF INDIA (MHA)
(HIMACHAL PRADESH POLICE)

{Name}
 SR. NO. : {Sr. No.}
 ID NO. : {ID No.}
 SPOUSE : {Spouse Name}
 RANK : {Rank/Design}
 IP/PPO No. : {IP/PPO}

{ID No.}

SP Welfare
Issuing Authority

Permanent Address:-
 {Permanent Address 1}
 {Permanent Add. 2}
 {Permanent Add. 3}

Mobile No. {Mobile No}

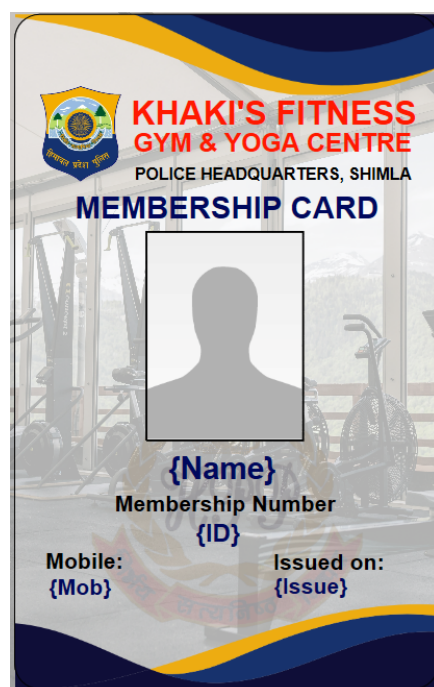
INSTRUCTIONS

1. This card is the property of Himachal Pradesh Police and its unauthorized use is prohibited.
2. If unclaimed card is found, please return it to any nearby police establishment.

{ID No.}



5. "Khakis Fitness" PHQ Gym Membership Cards



KHAKI'S FITNESS GYM & YOGA CENTRE
POLICE HEADQUARTERS, SHIMLA
MEMBERSHIP CARD

{Name}
 Membership Number {ID}

Mobile: {Mob} Issued on: {Issue}

Blood Group: {BGp}
 Address: {Add1}
 {Add2}
 {Add3}



INSTRUCTIONS

1. Kindly report the loss of the card to the police.
2. This card is non-transferable.
3. Kindly surrender the card at the end of the Gym Subscription.

MEMBER SECRETARY

{ID}



Annexure-A



HIMACHAL PRADESH POLICE IDENTITY CARD APPLICATION FORM

(The entered details must be accurate and clear in block letters)

ID No.		Paste Passport size Photo (3:4)
Name		
Rank/ Designation (With Belt Number for NGO Grade-II)		
Date of Birth		
Permanent Posting		
Blood Group		
Mark of Identification		
PMIS Code		
Mobile Number		
Signature of Applicant		

SIGNATURE OF SUPERIOR AUTHORITY

(FOR OFFICE USE ONLY)

Application Type	☐ Fresh Application	☐ On Promotion	
	☐ Card Expired	☐ Damaged Card	
	☐ Lost Card	☐ Others	
Amount Deposited			
Date of Issue		Valid Till	
CARD PRINT STATUS	☐ PRINTED		



EMERGENCY RESPONSE SUPPORT SYSTEM (ERSS) IDENTITY CARD APPLICATION FORM

(The entered details must be accurate and clear in block letters)

Annexure-B



ID No.		Paste Passport size Photo (3:4)
Name		
Rank/ Designation (With Belt Number for NGO Grade-II)		
Date of Birth		
Permanent Posting		
Blood Group		
Mark of Identification		
PMIS Code		
Mobile Number		
Signature of Applicant		

SIGNATURE OF SUPERIOR AUTHORITY

(FOR OFFICE USE ONLY)

Application Type	☐ Fresh Application	☐ On Promotion
	☐ Card Expired	☐ Damaged Card
	☐ Lost Card	☐ Others
Amount Deposited		
Date of Issue	Valid Till	
CARD PRINT STATUS	☐ PRINTED	

**HIMACHAL PRADESH POLICE
PENSIONER CARD APPLICATION FORM**

(The entered details must be accurate and clear in block letters)

ID No.		Paste Passport size Photo (3:4)
Name		
Father's/ Husband's Name		
Date of Birth		
Retired as		
PPO/ PRAN No.		
Address		
Blood Group		
Mark of Identification		
Mobile Number		
Signature of Applicant		

SIGNATURE OF SUPERIOR AUTHORITY**(FOR OFFICE USE ONLY)**

Application Type	☐ Fresh Application	☐ Damaged Card
	☐ Lost Card	☐ Others
Amount Deposited		
Date of Issue		
CARD PRINT STATUS	☐ PRINTED	



**POLICE HEADQUARTERS
IDENTITY CARD APPLICATION FORM**

(The entered details must be accurate and clear in block letters)

Annexure-D



Police ID No.		Paste Passport size Photo (3:4)
Name		
Rank/ Designation		
Branch		
Date of Birth		
Blood Group		
Mark of Identification		
PMIS Code		
Mobile Number		
Signature of Applicant		

SIGNATURE OF SUPERIOR AUTHORITY

(FOR OFFICE USE ONLY)

Application Type	☐ Fresh Application ☐ On Promotion ☐ Damaged Card ☐ Lost Card ☐ Others
Amount Deposited	
Date of Issue	
CARD PRINT STATUS	☐ PRINTED