

Fax Message No. 5848 ICAR HQ.Dated 26/7/2012No. of Pages 8

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI**

F. No. 21-26/2012-CDN

Date the 25th July, 2012

ENDORSEMENT

Ministry of Home Affairs/Grih Mantralaya, Government of India, New Delhi has issued O. M. No. 32015/97/2010-SSO(PC) dated 30.5.2012 regarding online application for issue of MHA Bilingual Identity Cards w.e.f. 1.8.2012. The above mentioned O.M. is being uploaded on the ICAR Web-Site www.icar.org.in for information and strict compliance.

(J.N. Bhagat)

Under Secretary (GAC)

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2. Sr.PPS to DG, ICAR/PPS to Secretary, ICAR/PPS to FA (DARE).
3. Chairman ASRB/ND, NAIP/ Project Director(DKMA), Pusa, New Delhi.
4. Shri Hans Raj, ISO, (DKMA) KAB-I for putting the new format of application and instruction on the ICAR Web-Site.
5. All officers/sections at ICAR Krishi Bhawan/KAB – I & II/NASC.
6. Secy. (Staff Side), CJSC, National Research Centre on Meat, Chengicherla, Hyderabad – 500 039
7. Secy. (Staff Side), HJSC, ICAR, KAB-II
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F. No. 32015/97/2010-SSO (PC)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

NDCC-II Building, Jai Singh Road,
dated the 30 May, 2012

Office Memorandum

30 MAY 2012

Subject Online application for issue of MHA Bilingual Identity Cards.

The undersigned is directed to say that MHA Identity Cards are being issued to all eligible employees of Central Government/State Governments/ PSUs/Autonomous bodies etc. to enable them access to government buildings under MHA security cover. A system for online application forms for issue of Bilingual Identity Cards from website of MHA has been set up. For this purpose, the applications are required to be furnished online through the MHA website: <http://mha.nic.in/idcard/default.aspx>, wherein the employee will fill up the application form bilingually. After filling up the application form, the applicant has to take a printout, paste his photograph on it and obtain administrative approval from the Administration Section of the Ministry/Organization concerned. Each entry would generate a unique reference number which would automatically be printed on the application form.

2. On receipt of the printed application forms from the applicants, the administration section concerned, after its scrutiny will duly sponsor it and will send it manually to Pass Cell, Hall No. 3, Jalebi Chowk, North Block as per existing procedure laid down in the Central Secretariat Security Instructions, 1976. However, the electronic data will be available in the server of MHA/Pass Cell, which will be used to take printout of the Identity Card. This new system is expected to expedite the process of issuing Identity Cards.

3. A copy of instructions to fill up the user application form and sample copies of online application form, printout generated and Identity Card format are enclosed at Annexure 'A' & 'B' respectively.

4. The issue of Identity Cards prepared manually will however, continue along side till 31.7.2012 and with effect from 1.8.2012 only online Identity Cards will be issued and no application in old format will be accepted from 1.8.2012 onwards. The old Identity Cards issued under the old system will, however, continue to be valid till their date of expiry.

5. All Ministries/Departments etc. may please bring the above instructions to the notice of all concerned for strict compliance.


(Harcharan Kaur)
Under Secretary to Government of India

To
All Ministries/Departments/Attached and Subordinate offices.

30 MAY 2012

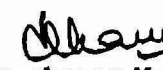
New Delhi

May, 2012

No. 32015/97/2010-SSO (PC)

Copy to:-

1. The Resident Commissioners of all State Government/UTs, New Delhi.
2. Ad.1(A)/AD.II/Ad.I(C)/SSO
3. 50 spare copies.
4. SO (IT) with a request to upload on MHA website under the head "What's New"


(Harcharan Kaur)
Under Secretary to Government of India

H put up on file

Copy to:-

to me

17/7/2012

57/2012 C.A.

21/7/2012

Annexure A

Instruction to fill the user application form for MHA Identity Card

01. **Type of Identity Card** - Select the type of Identity Card, by clicking on drop down menu.
02. **Category** - Select the category to which you belong, by clicking on drop down menu.
03. **First Name** - Enter the first name in the text box (Names should be in full. Initials & titles such as Mr., Mrs., and Dr. etc. are not allowed).
04. **Last Name** - Enter the last name or surname in the text box.
05. **First Name In Hindi** - Enter your First Name in English (Type your first name in English in given Text Box, then Press Space bar, Translator will automatically convert Name Into Hindi. Press Backspace Button, Hindi Translator shows other related Hindi words for your help).
06. **Last Name In Hindi** - Enter your last Name or surname In English. (Type your last name in English in given Text Box, then Press Space bar, Translator will automatically convert Name Into Hindi. Press Backspace Button, Hindi Translator shows other related Hindi words for your help).
07. **Designation** - Select your designation by clicking on drop down menu. (If your designation is not in the list, select "other" from drop down menu. After selecting "other" a text box will be appeared, in that text box you can type your designation in English only.)
08. **Designation In Hindi** - Whatever designation you have selected above, it will be automatically converted in Hindi.
09. **Pay Scale / Pay Band** - Select Pay Scale / Pay Band from drop down menu. (If your Pay Scale is not in the list, select "other" from drop down menu. After selecting "other" a text box will be appeared, in that text box you can type your Pay Scale.)
10. **Grade Pay** - Select Grade Pay from drop down menu, whichever is applicable. (If your Grade Pay is not in the list, select "other" from drop down menu. After selecting "other" a text box will be appeared, in that text box you can type your Grade Pay.)
11. **Ministry/ State Government Department/ Public Sector Undertaking(PSU)** - Select your Department from drop down menu. (If your Ministry/Department is not in the list, select "other" from drop down menu. After selecting "other" a text box will be appeared, in that text box you can type your Ministry/Department.)
12. **Ministry/ State Government In Hindi** - Whatever Ministry/Department you have selected above. It will be automatically converted in Hindi.
13. **Blood Group** - Select your blood group from drop down menu.
14. **Address of Place of Working** - Enter your address of place of working, not more than 100 words.
15. **Date of Birth** - Enter your Date of Birth in DD/MM/YYYY format, for eg: 12/03/1980.

16. **Telephone Numbers : Office** - Enter Telephone number of your office,
For eg: 0145-2345745
17. **Telephone Number: Res** - Enter Telephone number of your residence.
For eg: 0141-2354422
18. **Father's/ Husband's Name** - Enter your father's or husband's name.
19. **Mark of Identification** - Enter any identification mark.
20. **Gazetted / Non-Gazetted** - Select whether you are Gazetted or Non-Gazetted from drop down menu.
21. **Reasons for Issue** - Select reason for issue from drop down menu.
22. **Enter Access code** - You have to type the access code provided above in the Access Code box, as it is.

Kindly note, * mark on fields on application forms, are compulsory to fill.

Ministry of Home Affairs

ID Card Programme
FORM - A

For Officials of Central Governments/ State Governments/ UT Administrations and Their attached/ Subordinate offices and Undertaking/ Autonomous Bodies owned or controlled by them

PART - I

(To be filled by Applicant)

* denotes Mandatory Data

01.	Type of Identity Card *	Select Type
02.	Category *	Select Category
03.	First Name *	(Names should be in full, Initials & titles such as Mr, Mrs, Dr etc. are not allowed)
04.	Last Name	
05.	First Name In Hindi *	Type your full name in English in given Text Box, then Press Space bar, Translator will automatically convert Name into Hindi. Press Backspace Button, Hindi Translator shows other related Hindi words for your help.
06.	Last Name In Hindi	
07.	Designation *	Select Designation
08.	Designation In Hindi *	
09.	Pay Scale / Pay Band *	Select
10.	Grade Pay (wherever applicable)	Select
11.	Ministry/ State Government Department/ Public Undertaking *	Select Ministry
12.	Ministry/ State Government In Hindi	
13.	Blood Group *	Select
14.	Address of Place of Working *	
15.	Date of Birth *	(DD/MM/YYYY)
16.	Telephone Numbers : Office *	
17.	Telephone Number : Res	
18.	Father's/ Husband's Name *	
19.	Mark of Identification *	
20.	Gazetted / Non-Gazetted *	Select

(5)

21. Reasons for Issue *

Select Reason

22. Entry Date

9/9/2010 10:10:58 AM

23. Upload Photo

24. Access Code

UKAKUK

25. Enter Access Code *

Save

Back

Print Preview

Page 1 of 3

FORM - A

✕ Photo (3X3 cms with 75% area covered with image of the face) front attested by sponsoring Authority to be pasted

For Officials of Central Governments/ State Governments/ UT Administrations and Their attached/ Subordinate offices and Undertaking/ Autonomous Bodies owned or controlled by them

✕ Photo (3X3 cms with 75% area covered with image of the face) to be pasted here (Not to be attested)

Reference No.
110590000090

(Signature of the Applicant in the box above)

PART -1

(To be filled by Applicant)

01.	Type of Identity Card	Central Government
02.	Category	Regular
03.	First Name	Kunal
04.	Last Name	Verma
05.	First Name in Hindi	कुनाल
06.	Last Name in Hindi	वर्मा
07.	Designation	JUNIOR ANALYST
08.	Designation in Hindi	जूनियर विश्लेषक
09.	Pay Scale / Pay Band	9300 - 34800
10.	Grade Pay (wherever applicable)	4200
11.	Ministry/ State Government Department/ Public Undertaking	Ministry of External Affairs विदेश मंत्रालय
12.	Blood Group	A+
13.	Address of Place of Working	Administrator South Block
14.	Date of Birth	12/03/1979
15.	Telephone Numbers : Office	011-23017445
16.	Telephone Number : Res	011-23064578
17.	Father's/ Husband's Name	Shri K N singh
18.	Date of Superannuation	31/03/2039
19.	Mark of Identification	Mole
20.	Gazetted / Non-Gazetted	Gazetted
21.	Reasons for Issue	Fresh Appointment

1. Certified that the aforesaid information is correct. 2. The Old Identity card No. is here by enclosed or the old Identity Card is lost and the matter has been reported to the Police vide receipt No. enclosed. (Delete whichever is inapplicable).

Signature of Applicant _____

Date : _____

PART -II**(To be certified by the Sponsoring Authority)**

(i) The information furnished by the applicant has been verified to be correct and has been entered in the register in Form 'A' maintained for this purpose; (ii) The good conduct certificate is enclosed (in case of photo passes for casual labor / daily wagers); (iii) I am the authorized sponsoring authority for issue of photo passes for the Ministry / Department (iv) Duplicate copy of the requisition has been kept in the folder for records; (v) Approval of the competent authorities has been obtained.

(DELETE WHICH-EVER IS INAPPLICABLE)

TYPE	COVERAGE OF BUILDING	PERIOD
(i)	OPEN for all Buildings under MHA Security Zone	5/1 Year
(ii)	Restricted for [Specify name(s) of the building(s)]: (1) (2)	5/1 Year
(iii)	Reason (Fresh / Renewal / Loss/ Change in Designation / Transfer)	

Secret Seal of the Ministry / Department

Name and Signature of
the Sponsoring AuthorityDesignation (Stamp with Telephone No.)
Code No. _____