SOUTHERN RAILWAY

No.T/P.721/Staff ID/2023

Divisional Office,
Personnel Branch,
Tiruchchirappalli,
Date: 16.08.2023.

All Concern/TPJ Dn.

Sub: Issue of employee ID card – Revised procedure.

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It is a pleasure to inform that Personnel Branch of TPJ Division has developed a new Android App for issue of new ID Cards to employees. The salient features of the new ID cards are as follows:

a) Employees can now apply for issue of new ID card through Android App at **https://pbtpj.in/app**. The link for the same can also be accessed through the QR code given below.

b) Employees have to create a login id and password and can verify/modify their details as required. They should also upload their latest photo and signature, duly attested by their immediate superior.

c) If desired, employees can also declare their alternative contact number to contact in case of emergency.

d) Employees are advised to go through the instructions available in the User Manual before applying through online.

e) Once approved by the Admin, employees can instantly download and retain the digital ID card in their mobile till such time printed ID card is delivered.

f) In case of change of designation/department, the employees can upload their details online and once approved by Admin the revised details will be updated and can be viewed by scanning the QR code available in the ID card.

g) **Preference for issue of ID cards will be given to new appointees only.** Existing employees may also apply only in case of expiry of validity of the existing ID card. Please note that the existing ID card also remains valid and can be used until the expiry of its' validity.

h) To generate your new Employee ID card, the following documents/data are mandatory:

1) *Employee photo: Please upload or take a photo from the camera with a white background.*

2) *Employee signature: Upload an image of your signature.*

3) *Scanned physical employee ID card form duly forwarded by the supervisor.*

4) *Scanned copy of supporting documents in PDF format for cases such as Lost card, New Appointee, IDT/IRT Transfer, Promotion, etc.*

5) *In-case of emergency (ICE) contact mobile number and Blood group information.*

6) *Default password is: **Exam@123***

For any assistance message may be sent with the details of sender to through Whatsapp no: 8056064614.

Download link

Sr.Divisional Personnel Officer
Tiruchchirappalli

Encl: as above