



PBC No. 244/2025



दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P/353/ID Card/Vol.VI

दिनांक/Dated: 19.12.2025

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy. CPOs/ Sr. DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl. Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय/Sub: Introduction of new 'Identity Cards' for employees of
Indian Railways and Contract Service Providers in
Indian Railways –reg.**

A copy of the Railway Board's letter No. E(G)2025/Misc./4/ID dated 17.12.2025 along with the enclosures on the above subject is enclosed for information, guidance and necessary action.

The methodology for generation of 12 digit ID card number especially with respect to last eight digits will be intimated shortly.

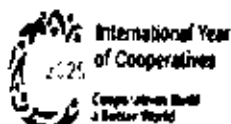
संलग्नक/Encl. 08 pages

Digitally signed by CHILAKALAPUDI
ANJANI KUMAR
'Date: 2025.12.19 15:18:49 +05'30

सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.
कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU

The General Secretary / DREU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.



भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
रेलवे बोर्ड / RAILWAY BOARD

No. E(G)2025/Misc/4/ID Card

New Delhi, dated: 17.12.2025

The General Managers/DGs/CAOs,
All Zonal Railways/Production Units,
All Centralised Training Institutes,
CORE/Prayagraj & RDSO/Lucknow.

Sub: Introduction of new 'Identity Cards' for employees of Indian Railways and Contract Service Providers in Indian Railways.

Ref: Board's letter of even no. dated 10.12.2025.

Please connect Board's letter dated 10.12.2025, vide which revised format of Identity Cards (IDs) for all employees of Indian Railways and Contract Service Providers in Indian Railways has been introduced.

In this regard, it has been decided that the process for issuing ID Cards may be finalized within 15 days from the date of issue of this letter and the exercise for issuance of new Identity Cards for IR employees and Contract Service Providers in IR, should be completed by 30th January, 2026 positively. Meanwhile, all ZRs/PUs/CTIs etc. have to nominate a nodal officer (not below the rank of JAG officer), who will be responsible for coordination on the matter, and submission of progress report to Board's office. The details of nodal officer may be sent on email-ID: sk.roy74@gov.in & abhishek.likhar@gov.in by tomorrow positively.

All concerned may please take action accordingly on 'Top Priority'.

Neelam Yadav
(Neelam Yadav)
Director Estt. (G.)
Railway Board

Copy to:-

- (i) DG/HR, DG/RPF- for kind information.
- (ii) JS/RB- for kind information and necessary action.



भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
रेलवे बोर्ड / RAILWAY BOARD



No. E(G)2025/Misc/4/ID Card

New Delhi, dated: 10.12.2025

The General Managers/DGs/CAOs,
All Zonal Railways/Production Units,
All Centralised Training Institutes,
CORE/Prayagraj & RDSO/Lucknow.

Sub: Introduction of new 'Identity Cards' for employees of Indian Railways and Contract Service Providers in Indian Railways.

Ref: Board's letters of even no. dated 03.07.2025 & 05.08.2025.

Please refer to the Board's letter of even no. dated 03.07.2025 regarding introduction of new 'Identity Cards' format for employees of Indian Railways and Contract Service Providers in Indian Railways. As some modifications in the new Identity Card format were under consideration in the Board's office, the said letter was put on hold vide letter of even no. dated 05.08.2025. The matter has been reviewed, and the revised format of Identity Cards for all employees of Indian Railways and Contract Service Providers in Indian Railways are enclosed as Annexure-I and Annexure-II respectively. Moreover, methodology for generation of Identity Card No. for Railway employees, is enclosed as Annexure-III. There is no change in the lanyard of ID Cards. Physical Sample copies of ID Cards along with lanyards, which were sent earlier to all concerned, may be perused for reference.

2. All concerned may please take appropriate action for introduction of new Identity Cards as per revised format/specifications, for uniformity and standardization on Indian Railways.

3. This has the approval of the Competent Authority.

DA: As above.

(Renu Sharma)
Principal Executive Director (IR)
Railway Board
Tel: 011-23047172

Copy to:-

- (i) DG/RPF- for kind information.
- (ii) JS/RB- for kind information and necessary action.

Sample of Identity Card for Indian Railway Employees

Font size: 12 & 8

Font size: 6

8.75 cm

Valid Up to: DD/MM/YYYY

Employee Photo

4.2 cm

4.8 cm

4.2 cm

0.75 cm

Signature of card Holder

Name : XXXXX

Designation: XXXXX/DDDD

(Signature)

Designation of Issuing Authority

5.4 cm

Font size: 12 & 9

Front view

2.35 cm

2.35 cm

2.5 cm

QR Code

2.5 cm

B+

4.95 cm

DEPARTMENT

1.5 cm

9989999999

XXXX-XXXX-4545

Date of Issue:

Instruction

Please surrender to issuing authority on transfer promotion/completion/termination of Railway service

Font size: 6 - 8 - 14 - 24 - 18 - 48

Back view

Note:- Writing font – Times New Roman

Identity Card for Indian Railway Employees

Specification

Card	
Color	Yellow
Size	87MM×54MM
Material	PVC 240 micron
Printing	Digital Printing, Yellow
Fabrication	NTR Non Tarable fusing process

Lanyard	
Color	Yellow
Size	2cm×96cm
Material	Polyster Silicon Fabric Dor 240gsm
Hook	Dog Hook & Clip SS Plated
Printing	Digital Printing both side black font on Yellow base

Photograph- Colored

Face Coverage- Center head within frame and present full head from top of hair to bottom of chin. The face should cover 70 percent of the photo area.

Logo of Indian Railways- Colored

Details in QR code:

- i. Name and address
- ii. Designation
- iii. Place of Posting
- iv. Aadhaar No.
- v. Date of issue
- vi. Validity upto
- vii. Name & designation of issuing authority

Sample of Identity Card for Contract Service Providers in Indian Railways

Font size: 14 & 8

Font size: 16-12

Front view

Font size: 6-8-24-18-48

Back view

Note:- Writing font – Times New Roman

Identity Card for Contract Service Provider in Indian Railways

Specification

Card	
Color	Orange
Size	87MM×54MM
Material	PVC 240 micron
Printing	Digital Printing, Orange
Fabrication	NTR Non Tarable fusing process

Lanyard	
Color	Orange
Size	2cm×96cm
Material	Polyster Silicon Fabric Dor 240gsm
Hook	Dog Hook & Clip SS Plated
Printing	Digital Printing both side black font on Orange base

Photograph- Colored

Face Coverage- Center head within frame and present full head from top of hair to bottom of chin. The face should cover 70 percent of the photo area.

Details in QR code:

- i. Name and address
- ii. Aadhaar No.
- iii. Date of issue
- iv. Validity upto
- v. Police Verification date
- vi. Name of Agency
- vii. Name & designation of issuing authority

Methodology for generation of Identity Card No. for Railway employees

- Identity Card No. shall be a twelve-digit number. First two digits shall be taken from last two digits of the present Calendar Year.
- Third and Fourth digits shall be specific number assigned to ZRs/PUs/CTIs etc. as per list given below:

ZRs/PUs/CTIs	Code	ZRs/PUs/CTIs	Code
Central Railway	01	Research Designs & Standards Organisation (RDSO)	19
Eastern Railway	02	Central Organisation for Railway Electrification (CORE)	20
East Central Railway	03	Chittaranjan Locomotive Works (CLW)	21
East Coast Railway	04	Banaras Locomotive Works (BLW)	22
Northern Railway	05	Patiala Locomotive Works (PLW)	23
North Central Railway	06	Integral Coach Factory (ICF)	24
North Eastern Railway	07	Rail Coach Factory (RCF)	25
Northeast Frontier Railway	08	Modern Coach Factory (MCF)	26
North Western Railway	09	Rail Wheel Factory (RWF)	27
Southern Railway	10	Rail Wheel Plant (RWP)	28
South Central Railway	11	Indian Railways Institute of Civil Engineering (IRICEN), Pune	29
South Eastern Railway	12	Indian Railways Institute of Signal & Telecommunications Engineering (IRSET), Secunderabad	30
South East Central Railway	13	Indian Railways Institute of Mechanical & Electrical Engineering (IRIMEE), Jamalpur	31
South Western Railway	14	Indian Railways Institute of Electrical Engineering (IRIEEN), Nasik	32

Western Railway	15	Indian Railways Institute of Transport Management (IRITM), Lucknow	33
West Central Railway	16	Jagjivan Ram Railway Protection Force Academy, Lucknow	34
Metro Railway	17	Indian Railways Institute of Financial Management (IRIFM), Secunderabad	35
Northeast Frontier Railway (Construction)	18		

- Fifth and Sixth digits shall be specific number, to be assigned by concerned ZRs/PUs/CTIs etc. to Divisions/Workshops/Units under their jurisdiction. Although, Railways may consider by assigning '01' as a code for employees working in Headquarters and further code numbers i.e. 02, 03, 04.... for Divisions/Workshops/Units and other subordinate/attached offices, under intimation to Board's office.
- Last six digits are for employee's S. No. and the same shall be decided by Railway Administration.

Example: Suppose an employee is working at Southern Railway headquarters and his ID Card is being issued in 2025, then his ID Card No. will be as under:

251001XXXXXX

25	10	01	XXXXXX
Calendar year of issue	Code for ZR/PU/CTI	Code for Div./Workshop/Units etc.	Employee Serial Number
