



PBC No. 10 / 2026



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/563/IDCard/Vol.VI

दिनांक/Dated: 23.01.2026

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.**

A copy of the Railway Board's letter No. E/(G)2025/Misc/4/ID Card dated 16.01.2026 on the above subject is enclosed for information, guidance and necessary action.

Railway Board's letter dated 10.12.2025, 17.12.2025 and 19.12.2025 referred to therein have been issued as PBC No. 244/2025 and 245/2025.

संलग्नक/Encl. 01 page

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: 16.01.2026

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

(Kind atten: PCPOs)

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 10.12.2025, 17.12.2025 & 19.12.2025.

A proposal for introduction of new '**Identity Cards**' format for employees of Indian Railways and Contract Service Providers in Indian Railways, is under consideration in Board's office. Instructions issued in this regard have been kept in abeyance vide Board's letter of even no. dated 19.12.2025.

2. In this regard, the above proposal has been reviewed in consultation with CRIS and it has been decided that all concerned may please ensure that details of all employees such as designation, Aadhar No., Mobile No. and photograph (face should cover 70% of the photo area with white background) etc. are updated in HRMS on priority. Further, on finalization of new ID Card format, separate instructions will be issued for issuance and printing of ID Cards with revised format.

(Renu Sharma)
Principal Executive Director (IR)
Railway Board
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