



KERALA FORESTS & WILDLIFE DEPARTMENT

A2-709/2020

Planning & Development Wing
Forest Headquarters
Thiruvananthapuram

CIRCULAR No. 2/2020

Dated: 10.08.2020

Sub:- Departmental ID Cards of Forest Department staff – Streamlining the procedures of centralised issuance of Departmental ID Cards of all serving officials of Kerala Forest Department – reg:

Ref:- Decision No 6 (i) of the CCFs' Council held on 10.06.2020

Presently the Department ID Cards of all the staff (in service) of Kerala Forest Department are being issued from the Office of the PCCF (P&D). It has come to notice that the processing of applications and issuing ID card for all the Departmental staff across the State from Forest Headquarters results in delay and creates inconvenience to the applicants from far-off places.

The difficulties in issuing the Dept. ID cards to all serving officials of Kerala Forest Department from a single centralised location was discussed in the CCFs' Council meeting held on 10.06.2020 and the Council has decided, vide reference cited above, to streamline the entire process of issuing Departmental ID Cards and to designate Identity Card Issuing Authorities for serving officials of Kerala Forest Department as follows.

Sl. No	Category of official to whom ID card is to be issued	Identity Card Issuing Authority
1.	All IFS Officers	PCCF& HoFF
2.	All SFS officers, (DCFs/ACFs/RFOs), Deputy Directors (Wildlife Education), Deputy Range Forest Officers, all Officers of the State Ministerial Service (Sr.AAs, AAs & Sr. Superintendents) and all other Ministerial Subordinate Staff and Protective Staff working in Forest Headquarters & PTP Nagar. All Officers working in deputation from other Departments at Forest Headquarters	APCCF(Administration)
3.	All other employees, i.e., Subordinate Forest Officers, Wildlife Assistants, members of the State Ministerial Subordinate Service who are working and any Official working on deputation from other Department in the Circle office and below	Territorial Circle Heads

The Procedure for applying and issuing Departmental ID Card

1. Applications in the prescribed format only will be considered (Format is attached as *Annexure 1*). The application should be countersigned by the Head of office/Immediate superior officer and then submitted to the Identity Card Issuing Authority.
2. The Identity card Issuing authority [PCCF& HoFF in the case of Officials mentioned in Sl.No.1 above, APCCF (Administration) in the case of Officials mentioned in Sl. No 2 and Territorial Circle Heads in the case of Officials mentioned in Sl. No 3 above] shall after due scrutiny and ensuring the correctness, issue the ID card after making necessary entries in a Register opened and maintained for the purpose.
3. The staff working in other wings apart from Territorial Circles, may submit their application as mentioned above, to their corresponding Territorial Circle Chief Conservator of Forests/ Conservator of Forests.
4. The staff working in Kerala Forest Department on deputation from other Departments will be issued Identity Card and this Identity Card should be surrendered by the official while returning to their parent Department. Before relieving such officials, the Head of Office should ensure that the ID Card is surrendered.

5. Design of the Departmental ID Card

The design is attached as *Annexure 2*.

6. The Identity Card Issuing Authority should take note of the following points while processing an application

- 6.1. A unique Card Number may be given for each application and this will be printed in the Identity Card as Card Number apart from the PEN. Also this Card Number will be entered in the register mentioned in Serial No. 2 above.
 - 6.2. The Identity Card Issuing Authority and the Head of Office/Immediate Superior Officer who is countersigning the application may ensure that all the fields marked as mandatory in the Application form is filled up by the Applicant.
 - 6.3. The digital data pertaining to the applicants should be kept in a safe and secure manner and it should be ensured that such data is not lost.
 - 6.4. A lanyard for the ID card (green colour) in standard design (Design attached as *Annexure 3*) may also be issued with the ID Card. However the lanyard will be re-issued only when a new ID card is issued/re-issued.
 - 6.5. The expenditure for issuing ID Card/lanyard may be debited to the Non Plan Budget Head of the respective Offices [Office expense- Other Items (05-04)].
7. **Validity:** The Departmental ID card issued to an official will be valid for three years from the date of issuance of the card or date of promotion/category change or date of superannuation whichever is earlier.
 8. **Situations when an employee can apply for re-issuance of ID card :**
In the following situations, an employee can apply for a new ID card

8.1. Name/Designation Change/Change of Photograph

The ID card may be reissued at no charge due to a legal name change or a change in designation (due to promotion/change in cadre etc.), provided the employee's most recently issued ID card is

returned for exchange. A new application should be submitted as per procedure mentioned above. New ID card will be issued only on surrender of existing ID card.

8.2. Damaged Cards

The employee is expected to take reasonable care in the use and storage of their ID card. ID cards physically worn or damaged due to normal use can be reprinted and replaced free of charge upon the surrendering of all pieces of the old card. Assessment of damage will be at the sole discretion of the Identity card Issuing authority. If damage appears intentional, or if all pieces are not surrendered, the employee will be required to pay the replacement fee of Rs.100/- (Rupees Hundred only) subject to periodic revision.

8.3. Lost or stolen cards

In case of lost or stolen ID card, the employee should immediately report the fact to the Identity Card Issuing Authority. A new application should be submitted as per procedure mentioned above. The replacement fee will be Rs.100/- (Rupees Hundred only).

9. Training

A training will be arranged by the FIB Wing for the staff who is handling the ID Card issuance in the respective offices of the Identity Card Issuing Authority.


Head of Forest Force

To

All PCCFs/APCCFs/CCFs/CFs/All CFs/ DFOs/ACFs/ WLWs/ WPOs/ RFOs/ AWLWs/
DyRFOs - For circulation among staff in their jurisdiction.

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