



KERALA FORESTS & WILDLIFE DEPARTMENT

No.A2-51163/2015

Development Wing  
Forest Headquarters  
Thiruvananthapuram

Dated: 28.11.2019

CIRCULAR No. 10/2019

- Sub: Guidelines for issuance of Identity Card to retired Personnel of Kerala Forest Department- regarding;
- Ref: 1. G.O (Rt) No.240/2019/F&WLD dated 28.06.2019.  
2. Decision No.3 of the CCFs' Council held on 16..10..2019

As per order first cited, Government has accorded sanction to issue Identity Cards to the retired personnel of Kerala Forest Department by debiting the expenditure to the following Budget Heads subject the condition that the expenditure shall not exceed the Budget provision;

- i. 2406-01-101-05-04 other items - 99 o/o of CCF;
- ii. 2406-01-101-05-04 other items - 98 o/o CF;
- iii. 2406-01-101-05-04 other items - 95 o/o DFO;

The procedure to be adopted for issuing Identity Cards to retired personnel of KFD was placed before the CCFs' Council held on 16..10..2019, and was approved vide reference second cited.

Consequent thereto, the following guidelines are issued in the matter.

1. The prescribed application form for Identity Cards to retired personnel of KFD is attached as **Annexure-I**. It shall also be hoisted in the website of KFD for being downloaded by the user. Applications shall be entertained only in the prescribed format.
2. The specimen for printing Identity Cards for retired personnel of KFD is attached as **Annexure-II**.

3. In respect of all IFS Officers of Kerala Cadre who retire from service, their Identity Card issuing Authority shall be the Head of Forest Force; in the case of HoFF, it shall be his successor in Office.

The applications received from retired IFS Officers shall be processed in IFS section at Forest Headquarters, the details got verified and authenticated by CF & TA to HoFF and then forwarded to ACF Forest Information Bureau [internally designated as Director, FIB] for printing the cards. The printed cards, duly signed by HoFF or his successor, as the case may be, shall be issued from IFS Section after making necessary entries in a Register opened and maintained for this purpose in the IFS section.

4. The applications of
  - i. All retired SFS Officers and Deputy Directors (Wildlife Education);
  - ii. All retired Officers of the State Ministerial Service belonging to KFD [Sr.AAs, AAs & Sr. Superintendents];
  - iii. And all other ministerial staff and protective staff retired from FHQ;

shall be received and processed in the Administration Wing at Forest Headquarters. After proper verification and authentication of the [submitted] details from the concerned Pension Sanctioning Authorities, the applications shall be countersigned by the Senior Administrative Officer and then forwarded to Director, FIB for printing the cards.

The printed Identity Cards, duly signed by the Head of the Administration Wing [PCCF/APCCF/CF as the case may be] shall be issued by the Administration Wing after making necessary entries in a Register opened and maintained for the purpose in the Administration wing.

5. In respect of Subordinate Forest Officials, Wildlife Assistants & Members of the State Ministerial Subordinate Service who retired from Circles, Divisions, Ranges & Forest Stations, the Heads of the Concerned Territorial Circles are designated to be the Identity Card Issuing Authorities. The Territorial Circle Heads shall get the applications verified by the concerned Pension Sanctioning Authority, get the cards printed in the approved format, issue them and shall arrange for making necessary entries in a Register opened and maintained for the purpose in each Territorial Circles.

6. Before issuing an identity card to a retired personnel of KFD all the details contained in the card shall be communicated by email to the email address: [ccf-it.for@kerala.gov.in](mailto:ccf-it.for@kerala.gov.in) for uploading in the Department's website [www.forest.kerala.co.in](http://www.forest.kerala.co.in) appropriately, to enable cross checking of the card holder's bonafides by any third party, if necessary. The form for reporting the details to the IT wing is enclosed as **Annexure-III**.

The receipt of this Circular shall be acknowledged.



Head of Forest Force

To

All Principal Chief Conservators of Forests  
All Additional Principal Chief Conservators of Forests  
All Chief Conservators of Forests  
All Conservators of Forests  
All Deputy Conservators of Forests/ Assistant Conservators of Forests/  
Divisional Forest Officers/ Wildlife Wardens

Copy to

✓ Chief Conservator of Forests (IT) for uploading the Circular in the website of KFD under the title 'Circulars'.

H  
28/11/19.



Kerala Forests &amp; Wildlife Department



Gently paste  
your recent  
stamp size  
photograph  
(1) here

## APPLICATION FOR IDENTITY CARD

Gently paste  
your recent  
stamp size  
photograph (2)  
here

1	Name with initials (in capital letters)	
2	Designation at the time of retirement	
3	Residential Address	
4	Telephone Nos:	
	1. Residential landline No.	
	2. Mobile No.	
5	Blood Group	
6	Date of Birth	
7	Date of superannuation/ retirement	
8	PPO No. & Date	
9	PEN Number during service	
10	Aadhar No.	
11	Visible identification marks	(i)  (ii)
12	Telephone Nos for contact during emergency	
13	Specimen Signature (inside the below box) (Preferably in Black Ink/ Black Ball Pen)	Name :  Signature :
	<div style="border: 1px solid black; height: 30px; width: 250px;"></div>	

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Certified that the above facts are true to the best of my knowledge. The identity card may be issued.

Date:

(Office Seal)

Head of Office from where the  
applicant has retired

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GOVERNMENT OF KERALA  
KERALA FOREST DEPARTMENT



IDENTITY CARD

Card No. ....



Name : .....

Former : .....

Residential Address .....

..... Pin .....

Date of Birth ..... Blood Group .....

Signature of Card holder

(Office Seal)

Signature of Issuing Authority  
Designation

Issued on 00.00.0000

Phone 1) Land phone : (STD Code + Number) : .....

Mobile No. : .....

Date of Superannuation/ Retirement : .....

PPO No. & Date : .....

Aadhaar No.(If available) : .....

Telephone Nos. for contact during emergency : .....

- This card is not transferable and is to be produced on demand.
- This card is the property of the Government of Kerala and should be returned to the issuing authority when no longer required or as and when called for by the issuing authority.
- This card is intended only to identify the person described and it cannot be used as a Passport, Pass or Permit.
- In case of doubts of card holder's bonafides cross check in the Department's website : [www.forest.kerala.gov.in](http://www.forest.kerala.gov.in)

Details of the Identity Card issued to Retired Personnel of KFD  
(To be communicated by email to the email ID : [ccf-it.for@kerala.gov.in](mailto:ccf-it.for@kerala.gov.in) for uploading in the website of KFD  
to enable cross checking of the card holder's bonafides)

- (1) Name :
- (2) Former :
- (3) Residential address with PIN :
- (4) Date of Birth :
- (5) Blood Group :
- (6) Phone :
- i. Land phone (STD Code + Number) :
- ii. Mobile Number :
- (7) Date of superannuation :
- (8) PPO No & Date :
- (9) Aadhar No., if available :

Signature of card issuing authority