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NCC Directorate (K&L)
State Wing
Thiruvananthapuram- 10

No.4701/I card/D2-Est/2015/NCC

22 Jun 2015

All NCC Group Headquarters /
All NCC Units
(Through official website)

GUIDELINES FOR ISSUE/DISPLAY OF IDENTITY CARD

1. All Units and Group Headquarters are requested to follow the guidelines given below while applying for Identity Cards :-

(a) Application for Identity card for new employees are to be submitted in the prescribed format on joining duty.

(b) Application for change of identity card due to transfer/promotion/ category change is to be submitted in prescribed format alongwith old identity card. Application without old identity card will not be accepted.

(c) Application for re-issue of identity Card due to theft/loss etc to be forwarded alongwith reasons for re-issue and copy of FIR.

(d) Applications for pensioners Identity card is to be submitted in prescribed format alongwith LPC,NLC and NEC to this Directorate alongwith old identity card.

(e) All are to display their identity card during office hours by wearing the same around the neck and Head of Office should ensure the same. .

2. The above guide lines are for strict compliance of all concerned.


(Shani.S.J)
Administrative Assistant
for Addl Director General NCC