No. ASD-I/101(1)/15/809

Date: 23 SEP 2019

To

All Additional CPFCs (Zones)/ASD (Head Office)
Director (PDNASS)
All Addl. CPFCs/RPFCs-I (ZTIs)
All RPFCs in charge of Regional Office/ASD
(Through EPFO Website)

SUB: Uniformity in respect of Identity Cards across EPFO offices for all officers and staff- regarding.

Sir,

Please refer to the subject cited above. In this context, it is to state that the necessity of uniformity of design and contents of the Identity Cards issued by the offices of EPFO to the staff and officers has long been felt.

A template of official Identity Cards to be issued by the offices to their staff & Officers, is being issued. Henceforth, all the offices of EPFO shall issue Identity Cards to their Staff & Officers as per that design, the details of which are as under:

I. For the Officials below Level-8 of Pay Matrix {i.e. below Grade Pay of Rs. 4800/- (pre-revised)}:-
   (i) Text: Text in black on white background;
   (ii) Logo: Logos (State Emblem & EPFO’s Logo) to be on top in red,
   (iii) Ribbon: Holder ribbon of the card as per the guidelines of Ministry of Home Affairs, Govt. of India.

II. For the Officers of Level-8 of Pay Matrix {i.e. Grade Pay of Rs.4800/- (pre-revised)} and above:-
   (i) Text: Text in black on yellow background;
   (ii) Logo: Logos (State Emblem & EPFO’s Logo) to be on top in red,
   (iii) Ribbon: Holder ribbon of the card as per the guidelines of Ministry of Home Affairs, Govt. of India.

In this context, the samples of the Identity Card in soft copy as well as hard copy are enclosed herewith for guidance.
In view of the above, all are requested to comply with the above guidelines/direction.

(Issues with the approval of the Central Provident Fund Commissioner)

Enclosed: As above

(Jagmohan)
Addl. Central P.F. Commissioner (HQ)-ASD & HR

Copy to:
1. Staff officer to CPFC
2. PA to Addl. CPFC (HQ)/FA&CAO
3. RPFC-I(NDC) for uploading on the EPFO Website
4. AD (OL) for issue of Hindi version
5. Guard File.

(Rajeshwar Rajesh)
Regional P F Commissioner-I (ASD)