PBC No. 90 / 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

No: P(R) 436 / Misc. / Vol.V (E.6842334) दिनांक/Date: as signed

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM, Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय/Sub: Compulsory return of issued ID Card holder and strap along with Ministry of Home Affairs' ID- reg.

***

A copy of the Railway Board's letter No. 2023/G/5/Security arrangements in Rail Bhawan (E.3441673) dated 04.06.2026 along with a copy of MHA's O.M. No. 32015/6/2018-SSO (Pass Cell) dated 01.08.2018 on the above subject is enclosed for information, guidance and necessary action.

संलग्नक/Encl. 03 pages

Digitally signed by
CHILAKALAPUDI ANJANI KUMAR
'Date: 2026.06.17 12:15:56 +05'30

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. 2023/G/5/Security arrangements in Rail Bhawan (E:3441673)

नई दिल्ली, दिनांक 04.06.2026
New Delhi, dated

Sub: Compulsory return of issued ID Card holder and strap along with Ministry of Home Affairs' ID -reg.

Rail Bhawan is situated in Central Vista zone and due to its close proximity to the old and the new Parliament buildings and other Central Secretariat buildings, it comes under an extremely sensitive and high security area. To ensure proper and legal entry of visitors in government buildings, relevant instructions relating to Identity Cards (ID) have been issued from time to time. In this context, the Pass Cell of Ministry of Home Affairs (MHA) have mandated that while surrendering an old Identity Card on expiry or in other circumstances, the plastic holder and the strap issued with it should also be returned.

2. Recently, it has been noticed that in some cases of renewal/surrender of ID, the application is sent without the plastic card holder and the strap issued with the ID which is not in consonance with the rules. Rail Bhawan, being situated in a high security zone, the entry inside it is directly regulated by MHA. As such, whenever the MHA issued ID card is returned in Board's office, the card holder and the strap issued with it must also be compulsorily returned to preclude any possibility of misuse.

3. All Zonal Railways/PUs/CTIs/PSUs etc. are advised to ensure that at the time of renewing/returning the MHA IDs of officers under their jurisdiction, the plastic holder and the strap issued with it should also be returned invariably in the absence of which, no action on the request of issue of fresh MHA ID will be taken in Board's office.

4. A copy of MHA's O.M. No. 32015/6/2018-SSO (Pass Cell) dated 01-08-2018 on the proper usage of straps is also enclosed herewith for information. The above may please be brought to the notice and information of all concerned for strict compliance.

DA: As above.

(T. Srinivas)
Joint Secretary
Railway Board
Tel: 011-47845551
Email ID: t.srinivas1@gov.in

To: All ZRs/PUs/CTIs/PSUs etc. as per mailing list on reverse.

List of Zones/PUs/CTIs etc.

Zonal Railways

1. Central Railway, Mumbai.
2. Eastern Railway, Kolkata.
3. East Central Railway, Hajipur.
4. East Coast Railway, Bhubaneswar.
5. Northern Railway, Baroda House, New Delhi.
6. North Central Railway, Prayagraj.
7. North Eastern Railway, Gorakhpur.
8. Northeast Frontier Railway, Guwahati.
9. North Western Railway, Jaipur.
10. Southern Railway, Chennai.
11. South Central Railway, Secunderabad.
12. South Coast Railway, Vishakhapatnam.
13. South Eastern Railway, Kolkata.
14. South East Central Railway, Bilaspur.
15. South Western Railway, Hubli.
16. Western Railway, Mumbai.
17. West Central Railway, Jabalpur.
18. Metro Railway, Kolkata.

Production Units

1. Chittaranjan Locomotive Works, Chittaranjan.
2. Banaras Locomotive Works, Varanasi.
3. Patiala Locomotive Works, Patiala.
4. Integral Coach Factory, Chennai.
5. Rail Coach Factory, Kapurthala.
6. Rail Wheel Factory, Bangalore.
7. Central Organization for Railway Electrification, Prayagraj.
8. Modern Coach Factory, Raebareli.
9. Rail Wheel Plant, Bela.
10. Central Organisation For Modernisation of Workshops, New Delhi.

Centralized Training Institutes

1. Indian Railways Institute of Electrical Engineering, Nasik.
2. Indian Railways Institute of Mechanical and Electrical Engineering, Jamalpur.
3. Indian Railway Institute of Civil Engineering, Pune.
4. Research Design and Standards Organization, Lucknow.
5. Indian Railway Institute of Transport Management, Lucknow.
6. Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
7. National Academy of Indian Railways, Vadodara.
8. Indian Railways Institute of Financial Management, Secunderabad.
9. Gati Shakti Vishwavidyalaya, Vadodara.

Attached Office

1. Research, Designs and Standards Organization, Lucknow.

Authority / Tribunal

1. The Secretary to RLDA, Rail Land Development Authority Unit No.702-B, 7th Floor, Konnectus Tower-2, DMRC Building, Ajmeri Gate, Delhi-110002.
2. Railway Claims Tribunal, Delhi.

Railway PSUs

1. The C.M.D., CONCOR, CONCOR Bhawan, C-3, Mathura Road, New Delhi-110076.
2. The M.D., CRIS, Chanakyapuri, New Delhi-110021.
3. The M.D., DFCCI Ltd. DFCCIL Corporate Office Complex, Sector-145, NOIDA, U.P.-201306.
4. The C.M.D., IRCON Ltd., C-4, District Centre, Behind Sheraton Hotel, Saket, New Delhi-110017.
5. The C.M.D., IRCTC, 4th Floor, Tower-D, World Trade Centre, Nauroji Nagar, New Delhi-110029.
6. The C.M.D., IRFC, Upper Ground Floor, East Tower, NBCC Place, Bhishma Pitamah Marg, Lodhi Road, Pragati Vihar, New Delhi-110003.
7. The C.M.D., Konkan Railway Corp. Ltd., Belapur Bhavan, Plot No 6, Sector 11, CBD Belapur, Navi Mumbai–400614.
8. The C.M.D., MRVC Ltd., Churchgate Station Bldg., 2nd Floor, Mumbai-400020.
9. The M.D., NHSRC Ltd., 5th to 7th Floors, Tower D, World Trade Centre, Nauroji Nagar, New Delhi-110029.
10. The C.M.D., RCIL, Plate-A, 6th Floor, Office Block Tower-2, East Kidwai Nagar, New Delhi-110023.
11. The C.M.D., RITES, Shikhar, Plot No.01, Sector 29, Gurugram, Haryana, India-122001.
12. The C.M.D., RVNL, Plot No.25, First Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066.

xxxxx

ANNEXURE TO LETTER NO. 2023/6/5/Security Arrangements in Rail Bhawan (E: 3441673) dated 04.06.2026

No. 32015/6/2018- SSO (Pass Cell)
Government of India/ Bharat Sarkar
Ministry of Home Affairs/ Grih Mantralaya
****

North Block, New Delhi
Dated ~~July, 2018~~ 01st Aug., 2018

OFFICE MEMORANDUM

Subject: Display of MHA Identity Card/Validation Slip with corresponding colour code of 'dori'- reg.

It is to inform that the colour of the 'doris' are being issued as per the 'X' mark(s) affixed on the Identity cards. Details are as follows:-

(i) XXX- Purple/Maroon colour
(ii) XX - Yellow colour
(iii) X - Green Colour

Blue colour 'dori' is being issued for MHA identity cards without having 'X' mark. One dori as per entitlement of the officer/official is being issued by Pass Cell, MHA alongwith the MHA identity card. No 'doris' are issued with MHA validation slips.

2. There have been instances that officers/officials entitled for one particular colour 'dori' are using other colour 'dori' with their identity card, which is not in consonance with the colour code of MHA identity card. Besides this, the holder of MHA validation slip is also using MHA 'dori' to display his validation slip and entry is permitted on the basis of MHA validation slip itself. Such type of act is highly irregular from security point of view.

3. It is, therefore, insisted upon all Ministries/Departments of Govt. of India and all States' Resident Commissioners to take strict cognizance of the afore-said instruction and to circulate this Office Memorandum to their attached/subordinate offices/PSUs/Autonomous Bodies etc. for wide publicity and strict compliance.

(S.Samanta)
Under Secretary to the Govt. of India

To,

1.	All Ministries/Departments of Govt. of India.	
2.	All States' Resident Commissioners.	
3.	DIG (GBS), CISF	They are requested to issue instructions to security personnel to confiscate the identity cards, which are not in consonance with the colour code. In the case of MHA validation slip holder, entry may be permitted only after displaying of departmental Identity card and MHA validation slip together.
4.	Commandant, SSF	