

GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES  
INSTITUTIONAL AREA, VISHWAS NAGAR, BEHIND KARKAR DOOMA COURTS,  
SHAHNARA: DELHI-110032

UTCS-11018/2/2025-ESTATE-UTCS 5178-5179

Date: - 23/07/25

OFFICE MEMORANDUM

Subject: Regarding Revision of issuance of I-Card process to the UTCS Staff Member and Probationers.

In view of the need to streamline the process for issuance of official identity cards (I Cards) to employees working under this Directorate, and in the absence of a formal order specifying the issuing authority, the following has been decided with the approval of the Competent Authority:

Designation of Issuing Authority: -

- The **Assistant Director (CT)** is hereby designated as the **Authorized Signatory and Issuing Authority** for I-Cards of all employees/Probationers under this Directorate until further orders.

Responsibility for Verification: -

- The Admin Branch shall be responsible for verifying the particulars of the employee as provided in the I-Card application form. Verification shall be done based on the service record or other available official documents.

Submission and Processing: -

- New I-Card application form to be filled by an officer / official and forwarded by concerned Branch In-charge and details filled to be verified by Admin Branch.
- In case of officer/official of diverted capacity the officer/official himself / herself shall be responsible for the information provided by him/her.
- Incomplete forms or those lacking proper verification shall not be entertained by the CT Branch.

Printing and Issuance: -

- The **CT Branch** will only be responsible for **printing and issuing** the I-Card, after receiving the duly verified and signed form from the Admin Branch.
- The I-Cards shall carry the signature of **AD (CT)** as the Authorized Signatory.

This order shall be applicable with immediate effect and is to be strictly followed by all concerned. Past practices in this regard stand superseded.

Validity and Fee: -

- The validity of the I-Card shall be 03 years from the date of issuance.
- In case of loss of the I-Card, a fee of ₹100 and a copy of the NCR (Non-Cognizable Report) shall be required for reissuance.

Issued with the approval of the Director (Trg).

*Nela*

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Copy for information: -

- 1) All UTCS Staff.
- 2) DPA, with a request to upload the same on the UTCS website.

Encl.: Performa of I Card.

DATED: 23/07/25

Neha Shankar  
22.07.25

(Neha Shankar)  
Administrative Officer

## Particulars of the Employee/Official for Identity Card

1. Name in Block Letter: - \_\_\_\_\_
2. Father's / Husband Name: - \_\_\_\_\_
3. Designation: - \_\_\_\_\_
4. Employee Code: - \_\_\_\_\_
5. Section: - \_\_\_\_\_
6. Date of Birth: - \_\_\_\_\_
7. Blood Group: - \_\_\_\_\_
8. Contact No.: - \_\_\_\_\_
9. Residential Address: - \_\_\_\_\_

PASTE YOUR  
LATEST PASSPORT  
SIZE PHOTO HERE

Signature of Officer / Official

Signature of Branch In-Charge

Verified and forwarded to CT Branch for printing.

(Admin Officer)

(Estate Officer)

ID No. \_\_\_\_\_

Issue Date. \_\_\_\_\_

### Instructions:

1. All entries should be made in block letters.
2. Attach one recent passport size photograph.
3. The form must be completely filled and signed before submission.
4. In case of officer / official is on diverted capacity he / she will be responsible for the information provided by him / her. In such cases admin branch may simply forward the for to CT branch for printing.