



भारत सरकार / GOVERNMENT OF INDIA  
रेल मंत्रालय / MINISTRY OF RAILWAYS  
रेलवे बोर्ड / RAILWAY BOARD



No. E(G)2025/Misc/4/ID Card

New Delhi, dated: 10.12.2025

**The General Managers/DGs/CAOs,  
All Zonal Railways/Production Units,  
All Centralised Training Institutes,  
CORE/Prayagraj & RDSO/Lucknow.**

**Sub: Introduction of new 'Identity Cards' for employees of Indian Railways and Contract Service Providers in Indian Railways.**

**Ref: Board's letters of even no. dated 03.07.2025 & 05.08.2025.**

Please refer to the Board's letter of even no. dated 03.07.2025 regarding introduction of new 'Identity Cards' format for employees of Indian Railways and Contract Service Providers in Indian Railways. As some modifications in the new Identity Card format were under consideration in the Board's office, the said letter was put on hold vide letter of even no. dated 05.08.2025. The matter has been reviewed, and the revised format of Identity Cards for all employees of Indian Railways and Contract Service Providers in Indian Railways are enclosed as Annexure-I and Annexure-II respectively. Moreover, methodology for generation of Identity Card No. for Railway employees, is enclosed as Annexure-III. There is no change in the lanyard of ID Cards. Physical Sample copies of ID Cards along with lanyards, which were sent earlier to all concerned, may be perused for reference.

2. All concerned may please take appropriate action for introduction of new Identity Cards as per revised format/specifications, for uniformity and standardization on Indian Railways.
3. This has the approval of the Competent Authority.

DA: As above.

  
(Renu Sharma)  
Principal Executive Director (IR)  
Railway Board  
Tel: 011-23047172

Copy to:-

- (i) DG/RPF- for kind information.
- (ii) JS/RB- for kind information and necessary action.

Sample of Identity Card for Indian Railway Employees

Font size: 12 & 8

Font size: 6

8.75 cm

Valid Up to: DD/MM/YYYY

Ministry of Railways  
Government of India  
No.251001XXXXXX

Employee Photo

4.85 cm

4.2 cm

4.2 cm

0.75 cm

Signature of card Holder

Name : XXXXX  
Designation: XXXXX/DDDD (Signature)  
Designation of Issuing Authority

5.4 cm

Font size: 12 & 9

2.35 cm

2.35 cm

2.5 cm

QR Code

2.5 cm

B+

4.95cm

1.5 cm

DEPARTMENT

99899999999

XXXX-XXXX-4545

Date of Issue:

Instruction  
Please surrender to issuing authority on transfer  
promotion/completion/termination of Railway service

Font size: 6 - 8 - 14 - 24 - 18 - 48

Front view

Back view

Note:- Writing font – Times New Roman

## Identity Card for Indian Railway Employees

### Specification

Card	
Color	Yellow
Size	87MM×54MM
Material	PVC 240 micron
Printing	Digital Printing, Yellow
Fabrication	NTR Non Tarable fusing process

Lanyard	
Color	Yellow
Size	2cm×96cm
Material	Polyster Silicon Fabric Dor 240gsm
Hook	Dog Hook & Clip SS Plated
Printing	Digital Printing both side black font on Yellow base

**Photograph-** Colored

**Face Coverage-** Center head within frame and present full head from top of hair to bottom of chin. The face should cover 70 percent of the photo area.

**Logo of Indian Railways-** Colored

**Details in QR code:**

- i. Name and address
- ii. Designation
- iii. Place of Posting
- iv. Aadhaar No.
- v. Date of issue
- vi. Validity upto
- vii. Name & designation of issuing authority

Sample of Identity Card for Contract Service Providers in Indian Railways

Font size: 14 & 8

Font size: 16-12

**Front view**

Font size: 6-8-24-18-48

**Back view**

Note:- Writing font – Times New Roman



## Identity Card for Contract Service Provider in Indian Railways

### Specification

Card	
Color	Orange
Size	87MM×54MM
Material	PVC 240 micron
Printing	Digital Printing, Orange
Fabrication	NTR Non Tarable fusing process

Lanyard	
Color	Orange
Size	2cm×96cm
Material	Polyster Silicon Fabric Dor 240gsm
Hook	Dog Hook & Clip SS Plated
Printing	Digital Printing both side black font on Orange base

**Photograph-** Colored

**Face Coverage-** Center head within frame and present full head from top of hair to bottom of chin. The face should cover 70 percent of the photo area.

**Details in QR code:**

- i. Name and address
- ii. Aadhaar No.
- iii. Date of issue
- iv. Validity upto
- v. Police Verification date
- vi. Name of Agency
- vii. Name & designation of issuing authority

**Methodology for generation of Identity Card No. for Railway employees**

- Identity Card No. shall be a twelve-digit number. First two digits shall be taken from last two digits of the present Calendar Year.
- Third and Fourth digits shall be specific number assigned to ZRs/PUs/CTIs etc. as per list given below:

ZRs/PUs/CTIs	Code	ZRs/PUs/CTIs	Code
Central Railway	01	Research Designs & Standards Organisation (RDSO)	19
Eastern Railway	02	Central Organisation for Railway Electrification (CORE)	20
East Central Railway	03	Chittaranjan Locomotive Works (CLW)	21
East Coast Railway	04	Banaras Locomotive Works (BLW)	22
Northern Railway	05	Patiala Locomotive Works (PLW)	23
North Central Railway	06	Integral Coach Factory (ICF)	24
North Eastern Railway	07	Rail Coach Factory (RCF)	25
Northeast Frontier Railway	08	Modern Coach Factory (MCF)	26
North Western Railway	09	Rail Wheel Factory (RWF)	27
Southern Railway	10	Rail Wheel Plant (RWP)	28
South Central Railway	11	Indian Railways Institute of Civil Engineering (IRICEN), Pune	29
South Eastern Railway	12	Indian Railways Institute of Signal & Telecommunications Engineering (IRISET), Secunderabad	30
South East Central Railway	13	Indian Railways Institute of Mechanical & Electrical Engineering (IRIMEE), Jamalpur	31
South Western Railway	14	Indian Railways Institute of Electrical Engineering (IRIEEN), Nasik	32

Western Railway	15	Indian Railways Institute of Transport Management (IRITM), Lucknow	33
West Central Railway	16	Jagjivan Ram Railway Protection Force Academy, Lucknow	34
Metro Railway	17	Indian Railways Institute of Financial Management (IRIFM), Secunderabad	35
Northeast Frontier Railway (Construction)	18		

- Fifth and Sixth digits shall be specific number, to be assigned by concerned ZRs/PUs/CTIs etc. to Divisions/Workshops/Units under their jurisdiction. Although, Railways may consider by assigning '01' as a code for employees working in Headquarters and further code numbers i.e. 02, 03, 04.... for Divisions/Workshops/Units and other subordinate/attached offices, under intimation to Board's office.
- Last six digits are for employee's S. No. and the same shall be decided by Railway Administration.

Example: Suppose an employee is working at Southern Railway headquarters and his ID Card is being issued in 2025, then his ID Card No. will be as under:

**251001XXXXXX**

<b>25</b>	<b>10</b>	<b>01</b>	<b>XXXXXX</b>
Calendar year of issue	Code for ZR/PU/CTI	Code for Div./Workshop/Units etc.	Employee Serial Number

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