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

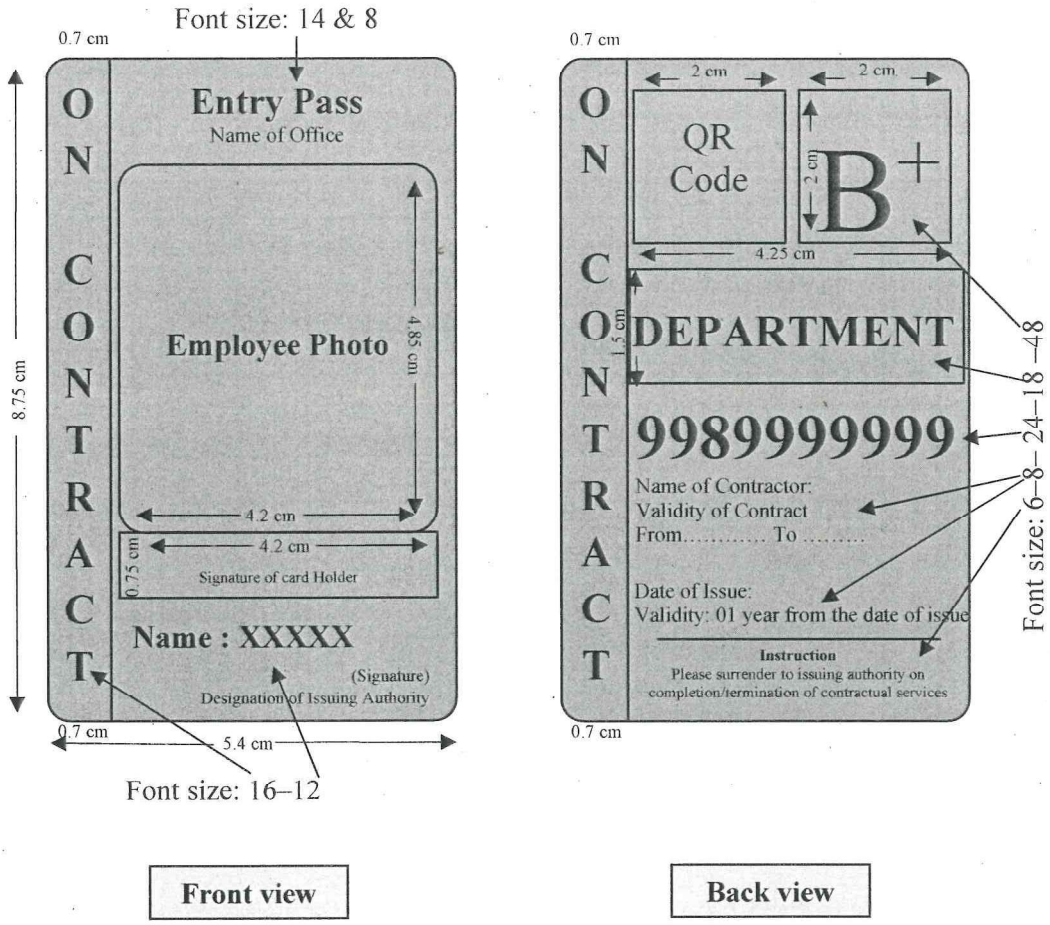
Copy to:-

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

Signature Not Verified
Digitally signed by RADHEY SHYAM TIWARI
Date: 2026.01.23 17:29:19 IST
Reason: IREPS-CRIS
Location: New Delhi

Annexure-II

Sample of Identity Card for Contract Service Providers in Indian Railways



Front view **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