



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड  
Security Printing and Minting Corporation of India Limited

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**Sub: Diligent use of identity cards by employees in the establishment of SPMCIL being a security sensitive organization.**

The issue of lost identity cards in one of the units was raised in the security audit report conducted by Intelligence Bureau team. It has been viewed very seriously at the highest level as a threat to the security of SPMCIL. Accordingly, the following guidelines are being issued for information and strict compliance:

- a) To reduce/ avoid the cases of loss of identity card by individuals the monetary penalty for loss/mutilation of identity card and disciplinary action shall be imposed as per the following:
  - i Loss reported first time: The employees shall be reprimanded with a formal warning letter.
  - ii Loss reported for second time: Rs.500/- fine shall be imposed.
  - iii Loss reported third time and onward: Rs.1000/- fine shall be imposed and the negligence shall be construed as a misconduct for which necessary action shall be taken as per CDA Rules of the Company.
- b) An awareness program amongst the employees regarding the importance and safe custody of identity cards should be conducted on regular manner.
- c) The employees must wear the identity cards conspicuously on the pocket/ chest as clearly visible for identification at the entrance so that unauthorized person can be easily identified by the CISF/ security personnel.

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- d) Although the individual lodges a complaint with the nearest police station for loss of identity card, departmental action should also be taken to examine and investigate the issue for genuineness of reasons (situation of loss of identity cards) for repeated cases of loss of identity cards by the same employee.
  - e) Although the entry in the factory premises is manned and controlled by the CISF/ security, to avoid the rarest possibility of misuse of lost identity card a biometric electronic access control system should be installed in which the lost identity cards can be easily blocked to restrict the entry.
  - f) The annual physical verification of issued cards must be done.
  - g) All surrendered identity cards must be destroyed annually after being physical verified by the committee duly constituted.
  - h) The validity of identity cards should not be more than 5 (five) years from the date of issue or till the retirement of the employee, whichever is earlier, so as to avoid any misuse of identity card.
2. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the notice board.

Yours faithfully,

  
(B.J.GUPTA)  
DGM(HR)

Copy to :

1. FS to CMD
2. Director (T)/Director (F)/ Director (HR) /CVO
3. GM (IA)
4. Sr. DGM (S&C) - with a request to up load the circular on website.
5. All DGMs/ Dy.CVO (Corporate Office).
6. AD (OL)-for Hindi translated copy please.
7. Officer In-charge Vigilance in the Unit.
8. Notice Board.