

Procedure for Applying for Identity Card: -

For Serving/Regular Employees: - Plastic ID card with yellow lanyard.

1. Download the prescribed application form from the DDA website: <https://dda.gov.in/personnel/forms> - download form of serving employees.
2. Fill the application form completely in **both Hindi and English** on both sides and use **Capital Letters** while filling the English side of the form.
3. Affix **02 latest passport-size coloured photographs** in the designated spaces provided on the form:
 - o For **Group 'A' Officers** – photograph should have a **Red background**.
 - o For employees below **Group 'A'** – photograph should have a **White background**.
 - o Photographs should be affixed using **sticky gum only**; staplers should not be used.
 - o One photograph should be **attested by the Controlling Officer with signature and stamp**.
 - o The second photograph should remain **unattested**, as it will be scanned and used for preparation of the Identity Card.
4. Provide **specimen signature without date** in the blank space/box below **Column No. 12**, as the same will be scanned and used in the Identity Card.
5. (A). In case of new appointment/first time ID card: -
 - i. Letter of appointment.
 - ii. Establishment order of concerned personnel branch.
 - iii. Joining order issued by department in which you joined.
 - iv. Aadhar card or any other documents as Date of birth proof.
 - v. UID form generated by System Department.
 - vi. Present/current/permanent Address proof.(B) In case of **promotion/transfer**, attach copies of office orders regarding **promotion/transfer, posting, and joining** along with the application Form and please submit DoB proof and address proof if changed.
6. Ensure that all entries and documents are complete and correct. **Incomplete application forms shall be rejected.**
7. Identity Card applications shall be processed only after verification of all required documents and details.
8. Prepared Identity Cards shall be issued between **03:00 PM to 05:30 PM only**.

Note: Submission of complete documents and adherence to the above instructions will ensure timely processing and issuance of Identity Cards.