

OFFICE MEMORANDUM

Subject: Issuance of MHA Smart Identity Cards- Online Application process-reg.

The undersigned is directed to refer to Directorate of Estates' OM No. D-11011/78/2019 (E9119420) dated 11th June, 2025, wherein the following Ministry/Department/Officer have been allotted space in CCS-3 Building: -

- (i) Ministry of Home Affairs (North Block)
- (ii) Office of the Principal Scientific Advisor (Vigyan Bhawan Annexe)
- (iii) Ministry of External Affairs (South Block & Shastri Bhawan)
- (iv) Ministry of Petroleum & Natural Gas (Shastri Bhawan)
- (v) Department of Personnel & Training (North Block)
- (vi) Ministry of Small & Medium Enterprises (Udyog Bhawan)
- (vii) Officer of the Development Commissioner, MSME (Nirman Bhawan)
- (viii) Ministry of Rural Development (Krishi Bhawan)
- (ix) Department of Land Resources (Nirman Bhawan)

2. It is to inform that this Ministry will issue Smart Identity Cards to all employees whose Ministry/Department/Officer housed in CCS-3 building to facilitate access to CCS-3 Building under the security cover of the Ministry of Home Affairs (MHA). In this regard an online application system has been developed for submission of e-application form through portal of MHA. In this regard, all eligible officials/Non-Officials are required to fill in the e-application form available on the Portal at <http://sid.mha.gov.in>. Applicants must also upload a recent passport-size photograph, signature in white background and other relevant documents (JPEG/JPG format) as part of their application form in the prescribed fields. This newly implemented system will streamline and expedite the issuance process. Once approved, applicant will be notified of the scheduled date and time to report to the Pass Cell, MHA for biometric authentication and collection of their MHA Smart identity card.

3. Only online applications from the above mentioned Ministry/Department/Office will be accepted through above said portal for the Smart Card with immediate effect. All Officials/Non-Official/Contractual employees who are having of Identity Cards under the old system are also requested to switch to Smart Cards at the earliest.


(Shailender Kaushik)

Under Secretary to Government of India
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To

All the concerned Ministry/Department.