

F. No. 32015/32/2025-SSO (PC)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
\*\*\*

North Block, New Delhi  
Dated the 24<sup>th</sup> July, 2025

**OFFICE MEMORANDUM**

**Subject: Issuance of MHA Smart Identity Cards- reg.**

The undersigned is directed to refer to Directorate of Estates' OM No. D-11011/78/2019 (E 9119420) dated 11<sup>th</sup> 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 Annexxe)
- (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 Micro, 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 may 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 having existing MHA ID Card are also requested to switch to Smart Card at the earliest.

  
(Shailender Kaushik)

Under Secretary to Government of India  
Tel: 2343-8052

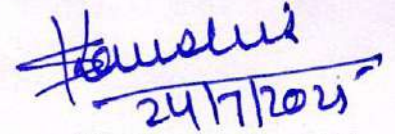
To

All the concerned Ministry/Department.



Copy to: -

1. The Principal Scientific Adviser, Vigyan Bhawan Annexe, New Delhi.
2. The Secretary, External Affairs, South Block, New Delhi.
3. The Secretary, M/o Petroleum & Natural Gas, Shastri Bhawan.
4. The Secretary, D/o Personnel & Training, North Block.
5. The Secretary, M/o Micro, Small & Medium Enterprises, Udyog Bhawan.
6. The Secretary, M/o Rural Development, Krishi Bhawan.
7. The Secretary, D/o Land Resources, M/o Rural Development, Nirman Bhawan
8. The Director, Intelligence Bureau, North Block
9. The Development Commissioner, O/o Development Commissioner, MSME, Nirman Bhawan.
10. The DIG (GBS), CISF, Jaisalmer House, New Delhi.
11. The Director (Central Vista Project), CPWD, Room No. 3100A, CPWD - XIII.
12. All desk of MHA
13. PSO to HS, MHA, CCS-3 Building, New Delhi.
14. PPS to JS (A), MHA, CCS-3 Building, New Delhi.
15. PPS to CSO, MHA, CCS-3 Building, New Delhi.
16. SO (IT) with a request to upload on e-Office and also to the MHA website under the head "What's New"

  
24/7/2025

(Shailender Kaushik)

Under Secretary to Government of India

Tel: 2343-8052