



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

(स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

NIOS (An autonomous Institution under Deptt. of SE&L, Ministry of Education (MoE), Govt. of India)

F.No. 41-15/2026/NIOS/Pers

14th October, 2026

Circular - 17/2026

Subject: Renewal of Identity Cards expiring in 31st January, 2027 – Reg.

It is brought to the notice of all permanent employees of the National Institute of Open Schooling (NIOS) that the validity of their current official Identity Cards is up to 31st January, 2027.

2. To facilitate the timely renewal and printing of new Identity Cards before the current cards expire, the Personnel Section has developed a "Proforma for Issuance/Renewal of Identity Card", which is attached herewith.

3. All permanent employees whose Identity Cards are expiring in January 2027 are hereby directed to download the prescribed proforma, fill it completely, and submit the hard copy along with a recent passport-size photograph to the Personnel Section latest by **30th October, 2026**.

4. Belated submissions may cause an administrative delay in the issuance of new cards, for which the individual employee will be responsible.

5. This issues with the approval of the Competent Authority.

Assistant Director (Personnel)

Encl: As above

To:

1. All Heads of Departments, NIOS
2. All Permanent Employees of NIOS (HQ and Regional Centres)
3. SA/P for uploading on the official NIOS Website under the "Staff Corner"/ "Circulars" section.
4. Maintenance Section – with a request to verify the validity of the agency contract/tender for printing ID cards and initiate fresh bidding processes if the term has expired.
5. PA to Chairman for kind information of the Chairman, NIOS.
6. Guard File.



National Institute of Open Schooling

(An autonomous organization under the Deptt. of SE&L, MHRD, Govt. of India)

A-24-25, Institutional Area, Sector 62, NOIDA

(I-Card Performa for Regular Employees) (PROFORMA TO BE FILLED IN BLOCK LETTERS ONLY)

Paste passport size latest photo	Name	:		
	Father/ Husband Name	:		
	Designation	:		
	Date of Issue	:	(to be filled by office)	
	Valid Upto	:	(to be filled by office)	
Blood Group	:			
D.O.B.	:			
Permanent Address	:			
Present Address	:			
Phone	:	(O)	(R)	
Mobile & email ID	:			

(Signature of the Official / Officer)

Specimen Signature (*Please use Black Ink only*)

1. _____ 2. _____

(Recommendations of the officers concerned)

1. Particulars have been verified from the records and found the same in order.
2. Particulars I/are modified above and initiated. I/Card may be prepared

Personnel Section
Signature of the officers concerned