



POLICY LETTER 007/ 2025

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**GUIDELINES FOR APPLICATION AND ISSUANCE
OF DEPENDENT IDENTITY CARD FOR
SERVING/ RETIRED ICG PERSONNEL**

1. Refer to CGO 02/ 2007 and this Headquarters letter MD/2603 dated 06 Nov 23.
2. Dependent Identity Cards are being issued to dependent family members of serving and retired uniformed CG personnel to establish the identity of card holder. These cards can also be used for availing facilities such as rail reservation through MCO, medical facility in service hospitals, service messes, institutions and whilst booking air tickets to avail concession, if any, extended by respective airline.
3. Indian Coast Guard Provost Marshal (ICGPM) is the central regulating authority for issuance, custody and accounting of dependent I-Cards through respective ICG units. PVC Dependent Identity Cards are being issued by Office of the Provost Marshal, Indian Coast Guard since Jun 15. However, despite CGOs and letter on the subject, lot of ambiguities/ discrepancies are observed in applications received at the Office of Provost Marshal resulting in infructuous correspondence and delay in issuance of dependent identity cards. Accordingly, consolidated "Guidelines for Application and Issuance of PVC Dependent Identity Cards" are placed at Appendix for compliance with immediate effect.

4. CGO 02/ 2007 will be amended in due course.



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Appendix:- Guidelines for Application and Issuance of Dependent
Identity Card(s) for Serving/Retired ICG Personnel

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APPENDIX

(Refers to Paragraph 3 of CGHQ Policy Letter 007/ 2025)

**GUIDELINES FOR APPLICATION AND ISSUANCE OF
DEPENDENT IDENTITY CARD(S) FOR SERVING/ RETIRED ICG PERSONNEL**

1. **Introduction.** Dependent Identity Cards are centrally procured and issued by Office of the Indian Coast Guard Provost Marshal (ICGPM). The Dependent Identity Card(s) are issued to eligible dependent(s) family member(s) of serving and retired uniformed ICG personnel to establish the identity of the card holder(s). This card is also useful for availing entitled facilities. However, no policy/ guidelines i.r.o. Dependent Identity Card(s) have been promulgated so far. In order to formalise the issues related to Dependent Identity Card(s), the guidelines are enumerated in the succeeding paragraphs.
2. **Issuing Authority.** ICGPM has been designated as the Competent Authority to issue the Dependent Identity Card(s) to eligible dependent(s) of serving and retired ICG uniformed personnel.
3. **Eligibility.** For issuance of Dependent Identity Card(s) to eligible dependent(s) of ICG personnel, it is mandatory that the ICG personnel must have successfully completed ab-initio training. The initial issue of Dependent Identity Card(s) shall be considered during the first promulgated appointment onboard ICG ships/ establishments based on following eligibility criterion:-

Ser No.	Relation with Government Servant	Condition(s) of Dependency
	a.	b.
1	Spouse	Spouse of serving/ retired CG personnel is eligible irrespective of gender and any income criteria.
2	Children (including step children, legally adopted children and illegitimate children)	2.1. Daughter(s) of serving/ retired ICG personnel. Unemployed/ unmarried/ divorced/ widowed daughter(s) irrespective of age will be considered dependent, until married or employed, whichever is earlier and subject to income criteria as prescribed from time to time {Current income criteria to decide eligibility for Dependent I-Card shall be not more than ₹ 9000/- per month plus dearness relief from all sources (GoI, Ministry of Health and Family Welfare O.M. No. S-11012/ 2/2018-CGHS-P dated 08 Nov 2016)}.

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Ser No.	Relation with Government Servant a.	Condition(s) of Dependency b.
		<p>2.2. Son(s) of serving/ retired ICG personnel. Unmarried son(s) till attaining the age of 25 years or employed or up to date of marriage whichever is earlier and subject to income criteria as prescribed from time to time {Current income criteria to decide eligibility for Dependent I-Card shall be not more than ₹ 9000/- per month plus dearness relief from all sources (GoI, Ministry of Health and Family Welfare O.M. No. S-11012/ 2/2018-CGHS-P dated 08 Nov 2016)}.</p> <p>2.3. Intellectually/ physically disabled/ special children.</p> <p>2.3.1. Intellectually/ physically disabled/ special children will be considered dependents for life for the purpose of issuance of Dependent Identity Card.</p> <p>2.3.2. Disability of children should be certified by Service Specialist Medical Officer/ Govt. Hospital certificate by CMO.</p>
3	Parents	<p>3.1. Monthly income of parents from all sources shall not exceed minimum family pension amount as prescribed from time to time {Current income criteria to decide eligibility for Dependent I-Card shall be not more than ₹ 9000/- per month plus dearness relief from all sources (GoI, Ministry of Health and Family Welfare O.M. No. S-11012/ 2/2018-CGHS-P dated 08 Nov 2016)}.</p> <p>3.2. Father and Mother will be considered dependents, if combined income of both of them fulfils minimum family pension criteria as mentioned above. Submission of income certificate i.r.o. both the parents is mandatory whilst applying for dependent card by either of them.</p>

Ser No.	Relation with Government Servant a.	Condition(s) of Dependency b.
		Note:- Parents-in-law are not entitled for medical facilities in service/ entitled hospitals i.a.w. CGHQ letter MD/2603 dated 06 Nov 23.
4	Brother(s)/ Sister(s)	<p>4.1. Until married or employed (or attaining the age of 25 years, in case of Brother only), whichever is earlier. Monthly income of siblings and parents from all sources shall not exceed minimum family pension amount as prescribed from time to time {Current income criteria to decide eligibility for Dependent I-Card shall be not more than ₹ 9000/- per month plus dearness relief from all sources (GoI, Ministry of Health and Family Welfare O.M. No. S-11012/ 2/2018-CGHS-P dated 08 Nov 2016)}.</p> <p>4.2. Intellectually / physically disabled brother(s) and sister(s), who are dependent on serving personnel, shall be considered dependents for life.</p> <p>4.2.3 Disability of siblings should be certified by service Specialist Medical Officer/ Govt. Hospital certificate by CMO.</p> <p>Note:- Brothers and sisters are not entitled for medical facilities in service/ entitled hospitals i.a.w. CGHQ letter MD/2603 dated 06 Nov 23.</p>

4. Further, retired person/NoK must update the eligibility status of dependent(s) in their respective record office viz. CGVC (for officers) and BUVIK (for EP), whenever there is a change in status of dependency prior applying for Dependent Identity Card(s).

5. **Validity and Renewal.** The Dependent Identity Card(s) will be valid for a period of eight (08) years from date of issue and will be renewed on expiry by ICGPM, subject to meeting the eligibility criteria. Serving or retired ICG personnel shall surrender the Dependent Identity Cards of children whenever they become

ineligible i.a.w. criteria mentioned above. Further, the Dependent Identity Cards are to be renewed on following occasions:-

Ser No.	Occasion a.	Remarks b.
1	Due to Fair Wear & Tear	Military Receivable Order/ e-MRO of ₹ 500/- is to be deposited for renewal of each card, before expiry, to CGPAO, Noida. In such cases, old Dependent Identity Card is to be surrendered to the Provost Marshal office for further disposal.
2	On Promotion	Renewal permissible only on promotion to the entitled rank wherein change of status will result in upgradation of entitlements of Military/ Govt. Hospitals/ upgraded CSD quota/ MCO facilities etc. This renewal will be undertaken on Government expenses.

6. Loss of Dependent Identity Cards. In case of loss of Dependent Identity Card(s), FIR is to be lodged at the nearest police station citing following details and same is to be reported (alongwith the copy of FIR) by serving personnel to parent unit and retired person/NoK to CGVC/ BUVIK (as the case may be) with a copy to ICGPM:-

- 6.1. Particulars of Person and relationship.
- 6.2. Name, date of birth and gender of the holder.
- 6.3. Dependent Identity Card number and date of issue.
- 6.4. Date, time and place of loss.
- 6.5. Circumstance(s)/ Reason(s) for loss.

Note:- In case of confiscation of Dependent Identity Card(s) by any Govt. agency or public authority, same is to be reported to respective unit/ CGVC/ BUVIK as the case may be.

7. Issue of Dependent Identity Card on Replacement Basis. ICG serving/ retired personnel may apply for issue of replacement of Dependent Identity card(s) alongwith a copy of FIR having details, as specified above, with payment receipt of following penalty deposited through e-MRO in favour of CDA (Navy/ICG), Delhi for CGPAO Noida:-

Ser No.	Description a.	Penalty Amount b.
1	First Loss	₹ 500/-
2	Second Loss	₹ 1500/-
3	Third and subsequent Loss (Note:- Dependent Identity card will be issued after approval from CGHQ)	₹ 2500/-

8. **Withdrawal of Dependent Card**

8.1. In cases of dismissal, desertion, or discharge of ICG personnel without pensionary benefits, Dependent Identity Card(s) are required to be recovered by unit on the day of dismissal/ discharge and forwarded to ICGPM. Cards are to be subsequently destroyed by Office of the ICGPM.

8.2. On death of card holder, the Dependent Identity Card is to be returned to ICGPM.

9. **Misuse of Dependent Identity Card**

9.1. Misuse of dependent card(s) may lead to withdrawal and will result in forfeiture for further issuance of the card. Specific cases wherein ICGPM is satisfied for re-issuance of card(s), the matter may be referred to CGHQ for seeking approval of ADGCG.

9.2. Personnel obtaining Dependent Identity Card(s) by fraudulent means i.e. by furnishing fabricated, fake documents or signing of false declarations are to be tried summarily or by a CG court as mentioned in CG Act, 1978. It will be obligatory on part of the Commanding Officer to initiate disciplinary proceedings on all such cases. ICGPM reserves the right to further issue the Dependent Identity card(s) to such officers/ EP based on circumstances and facts of the case, while taking into account of previous conduct of the individual.

10. The salient aspects which are to be adhered to while applying for the Dependent Identity Card(s) are as follows:-

10.1. Documents required for initial issue or renewal:-

10.1.1. Self-attested copy of latest Aadhaar Card / Birth certificate for infants, if Aadhaar card not held.

10.1.2. Kindred Roll.

10.1.3. Income proof as per dependency criteria.

10.2. **Photograph.** One recent combined photograph to be affixed on application form with following specifications:-

Ser No.	Size a.	Dress b.	Background c.
1	Combined coloured family photograph without spectacles (3.5 cm x 6.0 cm) and stamp size photo for other dependents	No. 4 without headgear for serving personnel	Blue
2	Combined coloured family photograph without spectacles (3.5 cm x 6.0 cm) and stamp size photo for other dependents	Civvies for retired personnel	Red

{**Note:-** Individual/ family members should wear light colour clothes while taking photograph to enhance the visibility of signature by attesting authority. Computer forged or AI generated photograph with family will result in rejection of application form}

10.3. Applicant shall ensure that full face and forehead should be clearly visible while capturing photograph (without headgear/ scarf etc.).

10.4. Dependent Identity Card(s) shall be applied for, through parent unit only and not from the unit where the serving personnel is borne on temporary duty. In case of retired personnel, the matter is to be steered through CGVC (for officers) and BUVIK (for EP).

10.5. Application form for Dependent Identity Card(s) will be countersigned by unit heads (Commanding Officer/ Officer-in-Charge/ Superintendent) in respect of serving personnel and by Officer of CGVC or BUVIK in respect of retired personnel after scrutiny and ascertaining the dependency status of family members of serving ICG personnel. The countersigning authority is responsible for ascertaining the credentials submitted by the applicant.

10.6. A copy of Income Tax Return or a certificate of income obtained from Sub-Divisional Magistrate (SDM) i.r.o. Dependent(s) as per eligibility criteria is required to be submitted while applying for their Dependent Identity Card(s). GoI or State Govt. guidelines issued from time to time shall be followed by the applicant for obtaining the income certificate. The income limit is periodically revised subject to revision as promulgated by Govt. w.r.t. to minimum family pension. The limit promulgated i.a.w. latest regulations is to be accepted as final financial ceiling.

10.7. Income certificate is not required for children undergoing studies in educational institutions and in receipt of scholarship.

10.8. If spouse of the serving personnel is employed under Government/ PSU/ Semi- Government organisations etc., an undertaking is to be provided that they are not availing any facilities from the organisation where spouse is working.

10.9. In case parents have retired from the Government/ PSU/ Semi Government organizations etc, copy of pension slip/ PPO is to be attached to prove the eligible income ceiling for ascertaining the eligibility.

10.10. Onus of proving dependency lies on the applicant and not on Commanding Officer/ Officer-in-Charge/ Superintendent or ICGPM. Commanding Officer/ Officer-in-Charge/ Superintendent or ICGPM remains the final authority for rejection of such applications, which lack the grounds in any regard.

10.11. Application form in respect of Commanding Officer/ Officer-in-Charge/ Superintendent should be countersigned by their immediate higher authority.

10.12. ICG officers and EP should apply for initial issue/renewal of Dependent Identity Card from their last unit at the time of retirement. Post retirement, the veterans may apply directly through CGVC (for officers) and BUVIK (for EP) as the case may be. CGVC and BUVIK shall verify the application form as per the records held and supporting documents, and thereafter forward the same to Office of the ICGPM for issuance of Dependent Identity Card. Office of the Provost Marshal shall issue the card and forward the same to CGVC and BUVIK for records and onward dispatch to veterans.