



# PHARMA DEVILS

HR DEPARTMENT

## STANDARD OPERATING PROCEDURE

**TITLE:** Personnel Identity Card

<b>SOP No.:</b>		<b>Department:</b>	HR	
		<b>Effective Date:</b>		
<b>Revision No.:</b>		<b>Revision Date:</b>		
<b>Supersede Revision No.:</b>		<b>Page No.:</b>	1 of 2	

### 1.0 OBJECTIVE:

To lay down a Procedure for Personnel Identity Card.

### 2.0 SCOPE:

This SOP is applicable for Issuance of the Personnel Identity Card at .....

### 3.0 RESPONSIBILITY:

Officer / Executive of Personnel & Administration

### 4.0 ACCOUNTABILITY:

Head-Personnel & Administration

### 5.0 PROCEDURE:

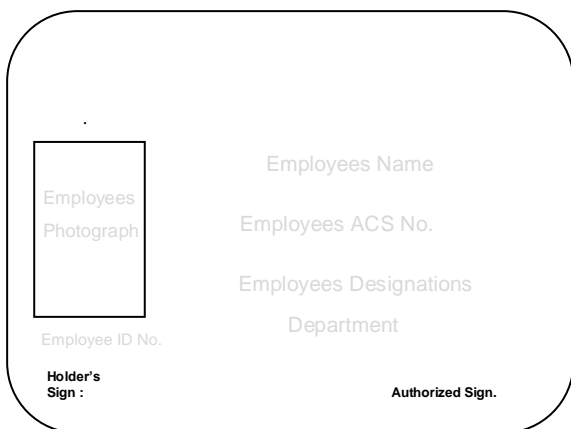
The Personnel Identity Card is a piece of Plastic card with a Person's Name, Photograph, and other information on it.

#### 5.1 BIOMETRIC IDENTITY CARD:

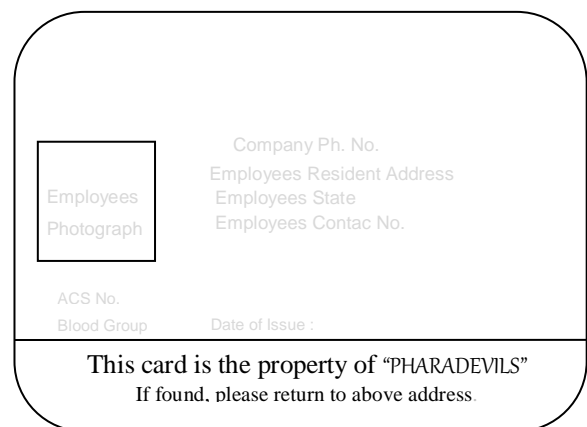
5.1.1 Personnel Identity Card shown to Security Guard.

5.1.2 The Personnel Identity Card is issued by an organization as soon as he/she join the organization.

5.1.3 The Personnel Identity Card carry, front side details such as Name, ACS No., Designation, Department Name, Photographs of persons & Reference No. (bottom side of photographs) (Shown in Figure-I) and other side details such as Resident Address, Contact No., Blood Group & Photographs of persons (Shown in Figure-II) that allow the card to match with central record held by the card issuer.



**Figure-I**



**Figure-II**



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**5.1.4** In case the Personnel Identity Card has been lost / spoiled, new card can be issued from the Personnel & Administration department with the deduction of specified amount.

### 6.0 REFERENCES:

Not Applicable

### 7.0 ANNEXURES:

Not Applicable

**ENCLOSURES:** SOP Training Record

### 8.0 DISTRIBUTION:

- Controlled Copy No. 01      Head Personnel & Administration
- Master Copy                      Quality Assurance

### 9.0 ABBREVIATIONS:

SOP              Standard Operating Procedure  
QA                Quality Assurance  
No.                Number  
PA                Personnel and Administration  
Ltd.                Limited  
HR                Human Resources

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Not Applicable		